



Childrens Learning World
A Montessori School Inc.

CHILDRENS LEARNING WORLD
MONTESSORI SCHOOL

PARENT HANDBOOK

2012-2013



PHILOSOPHY

Childrens Learning World is committed to providing a prepared Montessori environment in which a child can freely and naturally realize his or her own potential. The programs are designed to cultivate an enthusiasm for learning, to develop a positive self-image and to achieve inner self-discipline.

Childrens Learning World is a not-for profit, non-denominational organization founded in 1970. Childrens Learning World is licensed by the Department of Children and Family Services (DCFS). We are a member of the American Montessori Society (AMS), the Association of Illinois Montessori Schools, and are registered with the State of Illinois. Our school has been the site for training of interns from several Montessori Teacher Training Centers.

ADMISSION POLICY

As a school, we are licensed by the Illinois Department of Children and Family Services, and comply with all applicable laws. We do not discriminate based upon race, sex, national origin, religion, or physical or mental challenges.

REGISTRATION REQUIREMENTS

1. Completed application form with application fee (non-refundable) and security deposit (refundable). *The deposit hold's the child's space. CLW retains the deposit until the child withdraws from the school completely. The deposit can then be applied to the last month's tuition or issued to families by check.*
2. A health form completed and signed by the physician and parent. The health form must be dated less than six months prior to enrollment.
3. A completed emergency contact form.
4. A completed and signed tuition agreement.
5. A copy of child's birth certificate.
6. A signed verification receipt for the Summary of Licensing Standards printed by the Illinois Department of Children and Family Services (DCFS).
7. Signed receipt for the school's Guidance and Discipline Policy and Pick -Up Policy, Parent Handbook.

TUITION PAYMENTS

Monthly tuition is due on the 20th of the preceding month. Weekly tuition payments are due on Friday for the coming week. If paying weekly, it is required that upon enrollment you pay two weeks tuition in advance, so that you are always two weeks ahead in payment.

Children are admitted for the full calendar/academic year. Tuition is not subject to adjustment, refund or reductions due to illness, absence, holidays, family vacations, or partial month attendance. Missed days cannot be substituted for other days. Daily rates and additional hourly rates will be charged when additional days and/or hours are requested.

Two weeks credit will be given in December for the Winter Break and one week for Spring Break (depending on what month spring break is scheduled).



Children must be picked up at their scheduled time or a late fee will be charged. There will be an additional fee of \$10.00 for the first ten minutes for late pick up and a \$1.00 per minute following. Late pick up fees apply to all programs.

A delinquency fee of \$25.00 will be charged to all accounts over 5 business days past due.

A 10% sibling discount is allowed for each additional child enrolled in the school in the full time program. The discount is taken off the oldest child's tuition.

FEES DUE AT TIME OF REGISTRATION

\$50.00 Application fee (Non-Refundable)

\$200.00 Security Deposit (Infants & Toddlers) (Refundable)

\$100.00 Security Deposit (2 year olds & 3-6) (Refundable)

\$100.00 Supply Fee (Yearly) (2-5 year olds)

\$25.00 Supply Fee (Yearly) (Infant/Toddler)

\$15.00 Insurance Fee (Yearly)

ARRIVAL AND DEPARTURE PROCEDURES

Your child must be accompanied into the school by a parent/guardian. In order to limit interruptions in the classroom and respect that classes are in session, we kindly ask that parents drop children off at their child's classroom door after the teacher or supervising adult in the room has acknowledged you and your child.

Infant families should drop off & pick up through the infant door that opens *directly* into their room (furthest east door) or enter from the high school hallway door to avoid crossing through another classroom.

In the evening when picking up your child please be sure that the supervising adult knows you are there to pick up your child – especially if you pick your child up from the playground.

*You MUST sign your child in and out every day with the **time**, and your **initials**. The sign in and out sheets are posted by your child's room, or will be with the teachers on the playground.*

If your child is going to be picked up by someone other than the person who regularly picks him/her up, we must be notified in writing. Please have the person bring a photo ID. **NO CHILD WILL BE RELEASED TO ANYONE EXCEPT PARENT/GUARDIAN WITHOUT PRIOR NOTIFICATION.**



WITHDRAWAL PROCEDURE

If it is necessary to withdraw your child from the school, a 30 day written notice must be given to the school. The security deposit will be used towards any outstanding balance before any refund of the deposit is given.

DAILY SCHEDULE

The Montessori work period occurs in the morning between 8:00am – 11:30am. During this time children are working with Montessori materials with their classmates and teachers. Teachers are presenting work to children and encouraging them to choose work on the shelves. Children have the opportunity to go outdoors twice a day weather permitting. Nap occurs generally between 12:00pm – 2:45pm. After nap, the children have snack and then clean up. At this time around 3:15pm, the 2/3s class and 3-6 class combine and enjoy “free-play” with traditional toys and games until they are picked up.

ENRICHMENT ACTIVITIES

Childrens Learning World offers Language Stars, a Spanish Language Immersion program once a week to children 2 and older for an additional fee. PeeWee Sports combines both health education and sports activities for children 2 and up once per week and requires an additional fee. In addition, Childrens Learning World schedules on-site activities with local area education programs like the Kohl’s Childrens Museum, Historic Wagner Farm, Mad Science, The Grove and more.

MEALS

CLW@Niles West provides organic meals and snack from Organic Life. Their facilities are 100% peanut-free. www.organiclifeonline.com.

BREAKFAST

Our school does not serve breakfast. We cannot serve any food brought to school for breakfast in the classroom. If for some reason your child did not eat breakfast at home the school can provide them cereal and milk upon your request.

LATE PICK UP FEE

Children must be picked up at their scheduled time or a late fee will be charged. A fee of \$10.00 will be charged for the first ten minutes for late pick up and a \$1.00 per subsequent minute. Late pick up fees apply to all programs.

It is imperative that you adhere to your program hours as staffing and break times are determined by the number of children present at a given time.



MEDICATIONS

Parents must sign a medicine consent form stating that Childrens Learning World staff is authorized to administer any prescription medication. Prescription medication can be administered at school only if the medication is labeled with the child's name, directions for dosage, the date, the doctor's name, the prescription number, and the name of the pharmacy. ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.

The school will not administer any fever reducing medication without a note from the doctor.

ILLNESS

If your child becomes ill during the day, we will make them as comfortable as possible and will call you to pick them up. If we are unable to reach either parent we will proceed to contact the people listed on your child's emergency form.

Your child cannot come to school if any of the following conditions exist:

1. Illness which prevents the child from participating comfortably in activities.
2. Illness which calls for greater care than the staff can provide without compromising the health and safety of the other children.
3. Children with diarrhea and with a rash with a fever (oral temperature of 101 degrees or higher or under the arm temperature of 100 degrees or higher) shall not be admitted to school while those symptoms persist, and shall be removed as soon as possible if those symptoms develop.
4. A fever of 100 degrees or more (can return after symptoms are gone for 24 hours)
5. Diarrhea (more than one loose stool) can return after symptoms are gone for 24 hours.
6. Vomiting 2 or more times in previous 24 hours, unless vomiting is due to non-communicable condition. (can return after symptoms are gone for 24 hours)
7. Conjunctivitis (can return 24 hours after treatment has been initiated)
8. Impetigo (can return 24 hours after treatment has been initiated.)
9. Strep throat (can return 24 hours after treatment has been initiated and child has been without a fever for 24 hours)
10. Head lice (can return the morning after the first treatment)
11. Scabies (can return the morning after the first treatment)
12. Chicken Pox (can return 6 days after onset of rash and all pox are scabbed over)
13. Whooping cough (can return after 5 days of antibiotic treatment has been completed.
14. Mumps (can return 9 days after onset of parotid swelling)
15. Measles (can return 4 days after disappearance of rash)

ALL COMMUNICABLE DISEASES NEED TO BE REPORTED TO THE SCHOOL AS SOON AS POSSIBLE. A DOCTOR'S NOTE MUST BE SUBMITTED STATING THAT YOUR CHILD MAY RETURN TO SCHOOL.

CHILDREN MUST BE KEPT HOME FOR AT LEAST 24 HOURS AFTER ALL SYMPTOMS ARE NO LONGER PRESENT.



EMERGENCY CLOSINGS

If Niles West High School and Niles North High School are closed due to severe weather or other emergencies, Childrens Learning World will also be closed. Please call our main number at 847-626-3800 to verify closure. An email will also be sent as soon as we are notified of closure.

CLOTHING

Your child should be dressed in clothing that is appropriate for indoor and outdoor activities. ALL CHILDREN MUST HAVE AT LEAST 2 COMPLETE CHANGES OF CLOTHES AT SCHOOL AT ALL TIMES. During the winter your child should have snow pants, boots, gloves and a hat at school. The children go outside every day, weather permitting.

OUTDOOR POLICY

Daily outdoor recreation provides additional opportunities for exercise and large motor development. It is an essential part of our programs that the children go outside every day.

If your child is well enough attend school, then they are expected to join their classmates outside and should be sent to school with appropriate clothing.

REST TIME

Children, under age 5, are given the opportunity to rest every afternoon. The children go down for a nap after lunch and are up around 2:30 pm. The older children may rest if they would like or they can continue with their morning work. Cots are provided for all children who rest. One small pillow and one blanket should be sent to school for your child to use at rest time. These items will be sent home to be washed each week. Please keep large pillows, pillow pets and overly large blankets at home.

PEANUT-FREE FACILITY

To support the families in our program that have severe allergies, **we are a peanut-free facility.** This means we do not serve any items that have nuts, peanut oil, nut by-products, peanut butter, or any items that have possible cross-contamination with other nut products. Our catering company Organic Life is also a peanut-free facility.

BIRTHDAY CELEBRATIONS

The Board of Health and the Department of Children and Family Services regulations do not permit home-baked goods to be served at the school. If you are planning to bring in food for snack or a celebration, **baked goods must be store bought and remain in their original package.** If you have any questions regarding birthday celebrations please call the school or speak to your child's teacher. **Please do not bring any items that contain PEANUTS, or were made "on a line with peanuts."** Suggested birthday snacks are: popsicles, frozen fruit bars, fruit, trail mix (no nuts), and ice cream sandwiches.



If your child is having a party outside of school and not all the children in the classroom are invited please mail the invitations. There is no way to alleviate the hurt feelings of the other children who are not invited. If you are inviting everyone in the class you are welcome to put invitations in the children's folders.

MISSED DAYS

Children who are in the partial week program and miss a scheduled day cannot make up the day later on in the week. Families may choose to add a day for an additional fee.

ACCIDENT REPORT

An accident report will be filled out if a child sustains an injury. A copy will be given to the parent and a copy remains in the child's file. In the event a child incurs a serious injury, the parents will be notified immediately and, if necessary, the paramedics will be called.

PARENT COMMUNICATION

All parent communication will be put in your child's folders or sent via email. If you have any questions or concerns regarding your child, please do not hesitate to call the school or email the Director at clw.nileswest@gmail.com. The teachers can speak with you during rest time. If you need to speak to your child's teacher in the morning when dropping off your child, please be brief as they need to focus on their job of watching the children. You are welcome to arrange a meeting with your child's teacher anytime.

BITING

Biting can cause potential health risks and children who bite excessively may be excluded from school. The staff makes every effort to work with the parents to try and help the child stop biting.

PROGRAM CHANGES

Program changes can be made if space is available to accommodate the change. Program changes must be communicated in writing to Childrens Learning world *prior* to your child starting a new schedule.



GUIDANCE AND DISCIPLINE

Childrens Learning World believes that discipline is not punishment, but a means of teaching or training. The goal is to help children gain self-control, build self-esteem, learn to respect the rights of others and play in a safe and secure environment.

Child care staff shall help individual children develop self-control and assume responsibility for their own actions.

Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.

Firm positive statements about behavior or redirection or behavior shall be accepted techniques for use.

Children shall not be disciplined for toilet accidents.

No child will be subjected, under any circumstances, to corporal punishment inflicted in any manner, verbal abuse, deprivation or regularly scheduled meals or parts of meals as punishment.

Pre-school and school age children shall have reasonable opportunity to resolve their own conflicts.

If a child continually displays unacceptable behavior the teacher will request a conference with the parents to discuss how the situation can be handled. Daily communication between the teacher and parents on the progress, if any, will be shared.

Any child who, after attempts have been made to meet the child's individual needs, and demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's and parent's needs shall be considered by planning with parents when he or she leaves the facility, including referrals to other agencies or facilities.

CHILD PICK UP POLICY

A state regulation requires that families are provided with our policy regarding the steps our school will take if a child is not picked up at the designated, agreed upon time.

Parent/Guardians are expected to adhere to the hours that they agreed upon at the time of the child's enrollment. (Full-Time, Part-Time, 4/5/6 Hours)

If the parent is unable to pick up their child and it is known ahead of time, please call or email the school to communicate who will be picking up your child. When the person arrives to pick



up your child they will be asked for their identification, so please be sure they have their driver's license or a photo ID with them.

Your child's emergency contact form should be updated regularly.

If you know you are going to be late, please call the school. This however does not mean that a late fee will not be charged.

If no one comes to pick up your child at the agreed designated time the staff will call the phone numbers on file, then the emergency contacts listed. The staff will continue calling all the numbers every ten minutes until someone can be reached. If a parent or emergency contact cannot be reached after 2 hours, we would then call the local police department to help us try to locate the parents or a contact person.

The staff will keep the child in the building in a safe area and will not leave the child until a parent/guardian or designated person arrives to pick up the child. The child will be provided with something to drink and eat if the child is hungry.

The staff will not discuss with the child the situation as to why the parent/guardian has not arrived and will engage the child in an activity until he/she is picked up.

Signature of Parent/Guardian/Staff

Date