



Parent Handbook

Beverly Montessori School
9916 S. Walden Parkway
Chicago, IL 60643
773-239-7635
www.beverlymontessori.org

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Beverly Montessori School does not discriminate on the basis of race, religion, nationality, ethnic origin or sexual or gender orientation in the administration of its educational admission and hiring policies.

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Welcome!

We welcome you and your child to Beverly Montessori School! We are very excited you have chosen our school for your child. We believe that as parents you make up one-third of the educational triangle: teachers, students, and parents. Therefore, we want you to be a part of the Montessori experience as much as possible. This handbook is intended to help you thoroughly understand how our school operates and our policies and procedures. Please take the time to read through the information, so that you can be comfortable with the works of our school.

Beverly Montessori School is a neighborhood school that has been serving the community for over 50 years! We follow the educational philosophy of Dr. Maria Montessori, who held a deep respect for the child and the adult to be. Our school provides a nurturing environment in which wonder, joy, and love of learning are encouraged. Children interact with each other in their environment to develop physically, emotionally, socially, spiritually and intellectually.

Our school opened its doors in September 1967, at the Bethlehem Lutheran Church, 9401 South Oakley, with an enrollment of 50 children. Five couples -- Mr. and Mrs. Jeff Barry, Mr. and Mrs. Edward Burke, Mr. and Mrs. John Coffey, Mr. and Mrs. Brian Foley, and Mr. and Mrs. John Geary, founded the school. Mrs. Stase Vaisvila worked with the five couples in establishing our excellent school and served as its Head of School for 20 years. Because of the increased demand for Montessori education throughout the area, the School Board found it necessary to look for larger quarters. In the spring of 1969, the school purchased the building at its present site.

In November of 2010, the founding Board Members passed on their legacy and responsibilities to the new professional School Board: Susan and Brian Coffey, Chrissa Barry Dolan, Kristina Geary Meehan, Bill McMahon, Lisa O'Brien, and Rebecca Burton Range. Mrs. Virginia Maciulus served as the Head of School from 1987-2012 and Mrs. Linda Budewitz was the interim Head of School from 2012-2014.

Mrs. Kelley Ciraulo has been Head of School since 2014. She is a proud graduate of the Beverly Montessori class of 1985 and feels very fortunate to be part of the Montessori family again. She has been involved locally in private and public education both as a teacher and in administrative roles for the last 18 years, and has worked with children of all different ages. She has a B.S. in Elementary Education and a M.A. in Educational Leadership and is certified in Montessori leadership. She has a strong passion for teaching and education and is so glad to bring her expertise and experience to this leadership role.

General Information

Mission Statement

We are a diverse school community providing a nurturing and inviting Montessori environment that ignites joy, wonder and a lifelong love of learning within each child. Guided by the philosophy of Dr. Maria Montessori, who held a deep respect for the child and adult to be, our environment values the human spirit and the development of the whole child. It is our aim to encourage children, partner with parents, and continue to foster growth within the community.

Philosophy

Montessori education is a developmental approach based on Dr. Maria Montessori's scientific observations of children, specially designed materials, and an environment created to maximize each child's learning potential. We implement a child-centered curriculum that is not time restricted or competitive. Students in mixed age groupings learn at their own pace through their own discovery and experience. Children are directed individually instead of as a group. They work independently, are self-motivated, and correct themselves through control of error. At Beverly Montessori School, we believe that all children deserve trust and respect and that all children can learn.

To assist the child in their natural development our programs offer well-maintained, orderly "prepared environments" which invite a child to move and investigate. The child has free choice in the selection and length of tasks, which are structured for independent and successful activity. The Montessori materials are designed to isolate a single new concept to be grasped by the child and are self-correcting. They also follow a sequential progression permitting the child to master one task and then proceed to a further challenge.

Licensing, Incorporation, Affiliations

Beverly Montessori School is a private, not-for-profit corporation, classified as 501(c) 3 under the Federal tax code. No single individual or group of individuals own the school or derive any financial profit from the school. All profits generated from the school's activities are reinvested in the school.

Beverly Montessori School is a registered school with the Illinois State Board of Education. We have been affiliated with the American Montessori Society (AMS) for over 40 years as a full-member school. Requirements necessary for a program to be considered a full-member school of the AMS include mixed age groupings that foster peer learning, uninterrupted blocks of work time, and guided choice of work activity. In addition, specially designed Montessori learning materials should be meticulously arranged and available for use in an aesthetically pleasing environment. It also requires that the lead teacher in each classroom holds a Montessori credential from an accredited training center. The teachers may also hold individual memberships with the National Association for the Education of Young Children and the North American Montessori Teachers Association. Our school is a member of the Association of Illinois Montessori Schools (AIMS) and serves as a training site for interns from Montessori teacher training centers.

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9916 S. Walden Parkway
Chicago, IL 60643
773-239-7635
Office Hours 8:00a.m. – 4:00p.m.

Staff Directory

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Programs

Our programs focus on the development of the whole child -- physical, spiritual, social, emotional, and cognitive growth. Daily observation of children by teachers is a vital feature of our classrooms. Development of social skills, physical skills, character development and academics is noted. We hope to foster a **positive attitude toward learning** by providing a variety of interesting activities that challenge and pique the young child's curiosity and intellect. A child's **self-esteem** is being supported by his success with the materials and encouragement by peers and staff. With progress toward more challenging activities, a child's **concentration** span increases and he/she is able to focus on a chosen task for a longer time and with more depth. A child is encouraged to choose activities **independently** according to his interests. **Cooperative learning** is encouraged in our mixed-age groups with children working together on various projects. **Respect** for others and the classroom, as a place of learning, is our basic ground rule.

Montessori programs are based on planes of development. Our programs implement a unique three-year cycle of learning geared to the child's most sensitive years. Children who are three, four, five and six years of age interact and learn together in their classroom environment. Older children model activities and behavior which younger children observe and internalize. Children allowed to experience this cycle in a prepared Montessori environment have a sense of mastery which enhances their self-confidence, encourages further exploration of the child's interests, and fosters their desire to assist other children.

Five-Day Preschool and Kindergarten Half-Day Program

The five-day program is the foundation of Montessori education for children three years of age by September 1st through kindergarten. It provides continuity and routine for young children and the security of belonging to their own stable community. Children can attend either the morning 8:30-11:30 (AM) or the afternoon 12:15-3:15 (PM) program. The child would stay within this community from ages 3 through 6. Our policy is that once a child is enrolled in a class, we do not change the child to another classroom or session unless it is for the benefit of the child. This familiarity, stability and continuity in the child's environment support the young child's development. According to the School Code for the State of Illinois, a child who is five years old by September 1st is considered a kindergartner. Beverly Montessori will consider children who are 5 by September 30th, have attended our program for 2 full years, and who have been determined "ready" as potential candidates for the kindergarten program. Kindergarten children may attend either the half- or full-day program.

Three-Day Preschool Half-Day Program

This program is for children who are between the ages of 3 and 3 1/2 years by September 1st. It also provides an initial exposure to school, other children and adults, but offers an option for parents who hesitate to send younger children to school for 5 days.

Full-Day Preschool Program

The full-day preschool program is for 3 and 4-year old children who would like an all-day Montessori experience. The program runs five days a week from 8:30 a.m.-3:15 p.m. They have their uninterrupted work time, lunch, rest, and outdoor learning.

Full-Day Kindergarten Program

Children in the full-day kindergarten program also attend school from 8:30 a.m.-3:15 p.m. They experience the full-day program's activities with the addition of enrichment lessons in the following areas: literature, Chinese culture and language, mathematics, science, fine arts, and music.

At the end of the child's three-year cycle (at the end of the kindergarten year) the directress submits a report to the child's parents. Parents may give this report to the child's next school or teacher.

According to the School Code for the State of Illinois, a child who is five years old by September 1st is considered a kindergartner. Beverly Montessori will consider children who are 5 by September 30th, have attended our program for 2 full years, and who have been determined "ready" as potential candidates for the kindergarten program. A meeting needs to take place to discuss eligibility. We do not accept children to our school just for the kindergarten year, unless they are transfers from other Montessori programs and at the discretion of the Head of School.

Policies and Procedures

Admissions

Children are admitted without regard to race, creed, or ethnic background. Considerations are given to the needs of each classroom, so we may balance ages and/or gender in admitting children. Current students, families who have attended our school in the past, and transfers from other Montessori schools are given priority in registration. **We do not accept children to our school just for the kindergarten year, unless they are transfers from other Montessori programs and at the discretion of the head of school.**

Our school includes children with special needs. Acceptance may be on a trial basis, as agreed upon with the parents. At the end of the period, the Head of School and the teacher will determine if the student's needs will be met by the program. If it is determined that the child and/or Beverly Montessori School will not benefit from continued involvement, a conference will be scheduled between parents or legal guardians, the teacher and the Head of School.

Assessing Progress

Children are observed in their daily activities in the classrooms by the staff. These observations are discussed in regards to each individual child's progress in emotional, social, physical and cognitive development with the classroom team of teachers. An on-line record keeping system called Transparent Classroom is used in each classroom. There is a parent portal to this program. Goals are set for each child in all the areas of development. Parents are encouraged to observe their children's classroom at least once a year. This helps both parents and teacher to have a common base for assessment during conferences.

Arrival and Dismissal

For the safety and well-being of the children, we have developed the following arrival and dismissal procedures. Please refrain from using your cell phone during arrival and dismissal. Your child and our staff deserves your undivided attention. To maintain the flow of traffic, please move ahead promptly when waiting in line to drop-off or pick-up your child and pull up as far forward as possible. **We need to respect our neighboring businesses and community. While waiting in the carpool lane, please remember to keep alleys, driveways and intersections clear.**

During arrival times (8:30AM and 12:15PM) cars line up in front of the school. Please do not arrive for school any earlier than 8:20 or 12:05 as Walden Parkway gets very congested and we have neighboring businesses and safety to consider. Drivers are asked to stay in their cars. Children may get out of their car only when it is directly in front of the school and our doors are open. A staff member will greet them and give any necessary assistance. For safety reasons, we remind drivers to stay in their cars and to check traffic before pulling away from the curb. Drivers, please wait until children are safely away from the car before pulling away from the sidewalk. The office staff must be notified in writing before releasing your child to an unfamiliar car or driver.

Dismissal times are at 11:30 for the morning session and at 3:15 for the afternoon session. Please do not arrive to the carpool line any earlier than 11:20 or 3:05 as Walden Parkway gets very congested and we have neighboring businesses and safety to consider. During dismissal, cars again line up in front of the school. Each car should display the carpool number assigned to them. Make sure that it can be seen clearly by the dismissal staff and is not hidden by tinted windshield glass or visors. Children remain in their classrooms until their carpool number is displayed to them by the school staff. The children are released to one or two cars at a time for safety reasons. For expediency and safety, we ask that drivers stay in their cars. School personnel at the door will assist your child if necessary. The driver should then pull ahead and stop while children fasten their seat belts, allowing the next car in line to receive their children. Please notify us if a different person/car will be picking up your child. **If a child has not been picked up by 11:45 or 3:30, parents will be charged \$1.00 for every late minute**

Birthdays

Children's birthdays are celebrated at "line time." The celebration might consist of a birthday song, a story of the child's life, or the serving of a snack. We ask that parents NOT send gifts or party invitations to school. These situations are upsetting for children who are not invited and can be disruptive to the learning environment. Instead, please mail invitations and arrange for weekend parties. Below are suggestions for ways to celebrate your child's birthday at school.

- A favorite book or CD or other educational item to donate to the class. We will inscribe it with your child's name and date. You can call your child's directress for specific suggestions.
- A favorite/special book or CD or other educational item to share with the class that day.
- A healthy snack to share -- Our school has a **NO CANDY policy** and all candy will be sent home.
- Non-edible items such as pencils, erasers, or stickers -- Each child should be able to take one home at dismissal. Please remember to check your child's classroom list so that each child can receive one.

Carpools

Please make your own arrangements with other parents for driving carpools. Carpools are encouraged to minimize congestion at arrival and dismissal times. To facilitate pick-up procedures, all cars will have a carpool number. All drivers should have the carpool numbers of each child displayed on the days they are picking up multiple children.

Clothing

Simple, washable, sturdy and easy-to-manage clothes are appropriate for school. Children should be able to manage their clothes when going to the bathroom. Please do not send children to school in clothing that may become a distraction in the classroom (costumes, sweatshirts with masks or large decorations, clothing with large characters, capes, etc.). Please make sure that buttons are big, zippers work and your child is not encumbered with bodysuits, belt buckles or snaps that they cannot manage. Independence is an important goal for your child. We need to help them achieve this.

All sweaters, coats, hats, mittens should be labeled with your child's name. Please make sure that these are also manageable for children.

Each child is required to have a complete change of clothing at school, including underwear, shirts, pants and socks. Children also need a pair of simple slippers (no characters) or clean easy to manage gym shoes to be kept and worn at school. The clothing should be packed in a shoebox-sized Tupperware with the child's name clearly displayed on both ends and brought to school the first day. The wet or dirty clothes will be sent home with a note. We ask that you replenish these items for your child's extra clothes box on the next school day.

Communication

Parents may contact their child's Directress when questions arise about the classroom or their child. They can be reached by phone or email. Their preference of times they can be reached, or if prefer phone or email will be communicated to you in the beginning of the school year. Please note that Directresses are not able to communicate during class time and therefore will not respond immediately, so for immediate attention please call or email the office.

Formal parent teacher conferences are held once a year. There are several other meetings planned for parents throughout the school year. These mandatory meetings provide the opportunity to familiarize you with Montessori education, the faculty and other parents. Meetings are for adults only. Meetings are noted on the school calendar.

Please notify the office immediately:

- if there is a change in address or home or work phone numbers,
- if there is a change in who will be picking up the child from school,
- if there is a change in the family that would affect your child,
- if your child has a contagious illness,
- if your child is absent

Conferences

All parents are expected to attend conferences to discuss their child's progress. Conferences are scheduled in November for all new students. Observation is recommended before attending the conference. Conferences for children returning for their second or third year are held in January. An optional second conference is held in April. In addition to these, conferences may be held at any time at the request of either parents or the Directress.

Confidentiality

Information of confidential nature is imparted ONLY to persons with an absolute need to know. This is in regards to all communication to parents and staff. Parents should immediately notify the Head of School of information that may severely affect their child's development. The Head of School and parents of the child shall decide who needs to know the imparted knowledge. **Staff members will not discuss information about other children to parents or families, except for information about their own child.** The faculty of our school honors confidentiality of student records. Written information is released about your child only with written consent of a parent. You may request to review your child's records and comment on this information. We are required to maintain records of previously enrolled children for five years after the child has been discharged from our school.

Discipline at Home

The development of self-discipline is our aim in the Montessori school. We are concerned with helping each individual reach their full potential as a person within their community. We foster this inner discipline by organizing our classroom environments in an orderly, logical and attractive manner. This encourages children and adults to respect the classroom as a place of learning. Children choose work without interference from others. This approach alleviates many situations requiring adult intervention. Mixed-age grouping allows children to emulate mature behavior and encourages cooperation and responsibility. People and the classroom environment are respected. Some strategies used are:

- Distracting the child.
- Ignoring the misbehavior when appropriate.
- Structuring the environment.
- Controlling the situation, not the child.
- Involving the child through choices and consequences.
- Planning time for encouragement and positive interactions.
- Letting go and trusting the child will do the "right" thing.
- Increasing consistency with ground rules.
- Noticing positive behavior.
- Excluding the child with a time out (as a last resort).

(From Parenting Young Children: Systematic Training for Effective Parenting of Children Under Six.)

We ask the support of parents in monitoring and limiting your child's viewing of violent movies, programs, and video games.

Discipline at School

Our philosophy of discipline is one of positive reinforcement and redirection. The atmosphere in the Montessori environment is one of order and respect for people and things. The classroom is a small society that encourages self-control and responsibility for one's own actions. The one all-inclusive ground rule is respect. Teachers work with all the students to solve conflicts peacefully. They set clear limits, taking care not to overreact.

In the event the children are behaving in a way, which may be harmful to themselves or to others, our policy is that:

- The nearest adult may hold the child's hands and say, "Here, no one hits."
- They may remove the child from the situation if necessary, and stay with them. They gather information from all involved, including the bystanders. A cooling-off period will be provided for the child.
- The teachers will not respond to the child in a hostile manner. They will be consistent in their response and language. Children will receive lots of reassurance and encouragement. Teachers will increase supervision in "hot spots." *Teachers and adults provide a model of controlling their emotions (temper, frustration, etc.) and being respectful, kind and courteous to others. They encourage positive actions and socialization by providing opportunities for kindness and ways to be helpful.*

In the event that a child is consistently behaving in a way, which may be harmful to himself or to others, the student may be asked to leave the school for the remainder of the day. This is a drastic but effective method of solving some behavioral difficulties. When the child returns to school, a specific plan of logical/natural consequences will be developed and discussed with the parents and staff.

In August of 2007, the Illinois School Code was amended requiring schools to implement and publicize their bullying policy. Research indicates that aggressive behavior may actually peak in the second year of life (1997 study by the EEC

and Wellesley). As adults who care for young children, we'd like to identify behaviors before they become problematic. Bullying is defined as the repeated physical and/or psychological intimidation of another creating a pattern of harassments and abuse, intentional meanness. Typical behaviors would include: laughing when someone gets hurt, calling someone names, excluding a child from play or social situations, joining a collective of criticism or meanness, making fun of differences.

Early Childhood STEP Training

A Systematic Training for Effective Parenting group is offered at least once a year. This is a voluntary parent study group that meets in an atmosphere of mutual support to discuss child development, discipline and communication strategies.

Gifts

Our school is a not-for-profit educational corporation. Our financial base is tuition paid by parents. The school also relies on the generosity and support of its parents and the community in fundraising efforts to keep tuition low, and pay school expenses. Generosity of our alumni, parents and friends is essential to the well-being of our school. Tax deductible contributions are always welcome.

Harvest Fundraising/Tuition Credit Program

Our school has a year round fundraising program that sells gift certificates for retailers. The Harvest program purchases certificates at a discount and sells them at face value. The difference provides parents with tuition credit and benefits the school. **Every family is required to purchase enough certificates throughout the school year to earn \$250 worth of credit for the school.** Anything over this amount is credited toward that family's tuition. Contact the office for details.

Holidays

The preparation of the Montessori environment should allow and promote concentration. Young children are sensitive to things that are out of the routine. We try to keep our holiday celebrations low-key. Usually, children are doing many things in preparation for holidays at home and need a calm, quiet place where there is a respite from the commercialized celebration of holidays. Each classroom celebrates holidays according to the interests of the children and the discretion of the individual classroom directress. There are a few school traditions that have evolved over the years.

- Halloween -- We celebrate with songs, poems, decorations and special food items. We focus more on the season of fall! Costumes are frightening to young children, we do not allow costumes in school. We talk about masks or make our own in class.
- Thanksgiving -- We have a shortened schedule (11-1pm) that allows us to have a Thanksgiving feast for all children and staff at our school. Each child brings a small amount of food to share at our communal feast.
- Christmas -- We focus on the different winter holidays and on the season of winter with poems, songs, and stories.
- Valentine's Day -- Children may bring a healthy snack to share with their classmates. **No candy or cards will be distributed at school.** We participate in a food drive and call it our "valentine" to the community.
- Graduation -- The last day of school is celebrated with ice cream and cookies for snack. Kindergarten children are considered our graduates and receive sashes, diplomas, and photographs. All the children are acknowledged and can say farewell to friends leaving our school.

Jewelry

Jewelry is a distraction in our classrooms. Please do not send your child with jewelry.

Mandated Reporters

The Illinois Abused and Neglected Child Reporting Act , 320 ILCS 325, requires teachers and other school employees who have reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected to immediately report that information or cause it to be reported to the Illinois Department of Children and Family Services.

Newsletters and Notes

Most of our communication with parents is through email. Please contact the school if you would like a hard copy of school communication. Our school newsletter goes out to parents every two months. Information on school events and articles of interest are included. Harvest order forms and merchant lists, classroom notes from your directress, and other school-related information are also distributed electronically. Please let us know if e-mail is not convenient for you.

Non-Discrimination Policy

Beverly Montessori School admits students of any race, color, religion, national, and ethnic origin to all the rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, nationality or ethnic origin of its educational policies, admissions policies, and other school administered programs.

Observations

We allow visitors to make an appointment to observe at our school after October 15th. We strongly encourage parents to observe their child's class before conferences. This serves as a common ground for discussion about children's progress for teachers and parents. It is especially helpful for parents to visit at the beginning and end of the school year to assess their children's growth. Call the office to make an appointment.

Outdoor activities

We believe in order for children to be healthy, they need fresh air and exercise. Classrooms have time assigned to use the playground next to our school building. The decision to go outside is made by each classroom directress. We do not use the playground equipment when wet for safety reasons. Be sure your child has appropriate clothes for the weather. Jackets, mittens and hats are necessary for cool, but dry days.

Reading table

Parents or significant adults in a child's family may sign up to volunteer at a classroom's reading table. You can volunteer about twice a once a month, or when it is convenient in your schedule. Reading table offers parents the chance to work with their child, their child's peers, and get a peek at the classroom in action. For your convenience, a sign-up request will be emailed to you by the school.

Safety

Fire drills – Fire drills are held throughout the year, so that children and adults are prepared to evacuate the school building in case of an emergency.

Tornado Drill- We practice a tornado/severe weather drill once every school year.

Lockdown Drill- We have a lockdown plan in place in case of an emergency. Please contact the school for more information about our plan.

School Closings

School will close for extreme weather whenever it would be difficult or dangerous for staff and students to drive to/from school. We notify the Emergency Closing Center that we will close the school. If parents are uncertain if school is open, they can:

- Check the status of our school at www.emergencyclosings.com
- Listen for this information on several radio and television stations.
- Check the email you use for school communication – a mass email will be sent out about the closing and/or sign up for our text messages.

Snacks and Lunch

Parents are asked to supply snack for their child's class less than once a month. A schedule will be sent home periodically. Snacks should be healthy and nutritious. Fresh fruits and vegetables, cheese and crackers, dried fruit, raisins and applesauce are a few suggestions. Items from your garden are also welcome. When purchasing packaged items, remember that we are a NUT FREE school. Check the ingredients to make sure the item does not contain peanuts, tree nuts or nut byproducts such as peanut oil. Also, look for an Allergy Alert, "This product is or may be processed in a plant that also processes nuts." We will not serve anything with this Allergy Alert statement.

Beverly Montessori School encourages healthy eating habits. We ask that your child's lunch include healthy foods – no candy, gum, sugary items, or soda. We also are a peanut/tree nut free school, please do not include any of these items in your child's lunch. We will provide the children with something to drink, cups, silverware, plates and napkins. Children are expected to use appropriate table manners. Children are encouraged to help prepare their own lunches.

NUT FREE SCHOOL - Over the past several years, we have had more incidences of children who have food allergies. The reaction to nuts can be very severe and life-threatening. To ensure the safety of these children, all snacks and lunch items

sent to our school must be nut free. Parents of allergic children can send in snacks for their child's snack, and special snacks to be used for the allergic child for birthdays or special celebrations. As an added measure of safety for the students who have nut allergies, we are requiring that all snacks be in the original, unopened packaging or have a written confirmation, signed by a parent, stating that the snack has no nuts or nut by-products in them. If there is no written confirmation attached, the snack will not be served. No candy or gum is allowed in school. Both will be sent home.

Termination of enrollment

Every effort will be made to avoid terminating a child's enrollment at the school. However, a child's enrollment will be terminated under the following circumstances:

- failure of the parents to cooperate with the school's policies
- failure by the parents to provide health forms and other forms required for enrollment
- failure to pay tuition by the fifteenth of the month
- behavioral problems that continue to disrupt the classroom atmosphere and students
- inability of the school to meet the apparent needs of the child,
- parents' disrespectful behavior toward other parents, children, or staff

If, after admission, it becomes obvious that the staff, program, and or facilities are not appropriate to the needs of the child, a meeting with the parents will be scheduled to notify them of the situation and to explore options. Dismissal will be in writing with specified dates for termination of services and suggestions for alternate placement. Parents are let out of the contract with no refunds for months paid, or at the discretion of the Head of School.

In order to withdrawal your child, a written request must be submitted to the school 30 days prior to the withdrawal, stating the reasons for the student's withdrawal and the requested date for withdrawal. The amount owed on your tuition balance will be determined by the Head of School.

Tuition

As a private, independent school, Beverly Montessori relies exclusively on tuition and private contributions. Parents must sign a Parent Academic Agreement during the enrollment process. It is agreed that the students will be enrolled for the entire contracted term. Tuition is payable in ten installments, as outlined in the Agreement. The first installment is a nonrefundable payment. The remainder of the tuition is broken down and paid in 9 installments on the 15th of each month.

A \$10.00 late fee is charged for tuition payments received after the due dates and \$25.00 fee for returned checks.

In case of an emergency situation or other circumstances where tuition cannot be paid on time, please call the school so that special arrangements can be made.

If tuition is not received in full by a child's last day of school, the school will not release records requests for the child's new school until payment has been received. If the child is a kindergartener, failure to pay in full by the child's last day of school will result in also withholding the child's kindergarten report until payment is received in full.

Toys

Toys are superfluous in a Montessori classroom full of interesting activities. We understand that young children may need to bring a favorite toy as a link with home, but these toys are placed in a bin or locker until dismissal, so as not to distract children from their work. Please do your best to leave toys at home or in the car instead of bringing into the school.

Health Policies and Procedures

Our school implements hand-washing policies for children and adults especially: when you have a cold, you have used the bathroom, or are about to eat or handle food. Hand washing is the best preventative for illnesses. We encourage all our students and staff to wash their hands frequently with soap and warm water.

Parents should instruct their children about good hygiene practices. The following practices are encouraged at school:

1. Cough or sneeze into your shoulder or inside of your elbow.
2. Wash your hands often and well with soap, especially if you have a cold/flu, you have used the bathroom, you are about to eat, or you've come in from playing outside, shopping, etc.
3. Throw your used tissue away in a wastebasket.
4. Keep your hands and objects away from your eyes, mouth, ears, and nose.

Illness

When a child develops symptoms during the school day, they will be placed in the office area on a cot or chair until their parents are able to pick them up. Parents, or adults designated on your child's health form, will be notified to pick up the child.

Please keep your child home if they are exhibiting any of the following symptoms:

- if your child has diarrhea, throws-up, has a fever, or chills they should be home and off fever-reducing medication for at least 24 hours
- rash or sores (child must stay home until clear or cleared by doctor)
- severe cough
- colored drainage from the eyes or nose
- inflamed or swollen eyes
- severe headache

Contagious Diseases -- Please let the office know if your child becomes ill with a contagious illness, so that we may alert other parents to watch for symptoms in their child. The children in your child's class will receive a note stating the illness and its symptoms.

- Hand, Foot, and Mouth Disease, Fifth's Disease, Chicken Pox, Hepatitis A, Impetigo,
- Lice – stay home until the day after treatment and there are no eggs or live lice
- Ringworm – Home 24 hours after treatment
- Scabies – Home 24 hours after treatment
- Strep Throat and Scarlet Fever – Stay home until after 24 hours on antibiotics
- Pink Eye – Stay Home until 24 hours of treatment

The City of Chicago requires a physician's note allowing children to attend school

- after an illness of 3 school days or more,
- after a communicable disease (see list above),
- at the discretion of the school.

If your child has allergies or a medical condition we should be aware of, please notify the office **before** your child attends our school.

Immunizations/Doctor Visits

A schedule of recommended ages for immunizations is included with all health forms yearly. This also details the other medical form requirements for your child. The Illinois Department of Public Health requires students entering preschool, kindergarten, 5th grade and 9th grade to have a physical exam and immunizations completed by the first day of school, or they will not be allowed to enter class. A tuberculin skin test (intradermal Mantoux test, not multiple puncture test) **upon first entry into school** and at grades 5 and 9 for Cook County. Children attending preschool are also required to have the hepatitis B, haemophilus influenza type b (Hib) and the varicella chickenpox vaccinations. Parents need to complete the health history section and sign it. The physician needs to complete the required information in the immunization and physical examination sections. The lead screening and Tuberculin skin test sections must be filled out. This form must be personally signed and dated (NOT STAMPED) by your doctor and brought to school by August 1st.

Beverly Montessori School is a registered school with the State of Illinois, therefore, we must follow Illinois law. Children are only allowed to be exempt from immunizations and/or examinations for medical or religious reasons. We must have proper documentation on file.

The state of Illinois requires a mandatory dental exam for all students in kindergarten, second and sixth grades. Your licensed dentist should complete the state form and return it to us. As of January 1, 2008, the state also requires a comprehensive eye examination for children entering kindergarten. Forms, including waivers, can be obtained at the Illinois Department of Public Health web site www.idph.state.il.us. Click on "a-z topics," then click on "child health examination forms."

Medical Emergencies/Injuries at School

If an accident or a medical condition of a child occurs at school, a child's parents (or other adults indicated on the School Health Form) are contacted immediately. A staff member will see that the child is comfortable and will follow the FIRST AID guidelines. If necessary, we will call for an emergency mobile unit to transport the child to the emergency room of [Little Company of Mary Hospital, 2800 West 95th Street](#). If moving the child would be harmful, 911 will be called for an emergency mobile unit. The School Health Form on file in our office is also taken with the child, so that emergency treatment can be given immediately in the absence of the parent.

Medication

Our staff will administer medication only when requested by parents and an authorized physician. All medications must be brought to school in the original container labeled with the child's name, prescription number, medication name and dosage, date and refill, doctor's name, pharmacy and phone number. Over the counter drugs must be brought in their original container and with the child's name on it. Cough drops are considered medication. Under no circumstance, may a student medicate him/herself. This includes cough drops.

Please contact the office with any questions about the Parent Handbook.
773-239-7635