

Montessori of Woodridge Handbook

6953 Woodridge Drive
Woodridge, IL. 60517

School Phone Number: 630-964-3533
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Welcome to Montessori of Woodridge

The Montessori philosophy is based on trust and confidence in the child and on an enriched environment.

Developmentally appropriate materials are available for hands-on use and exploration under the care and observation of a trained Montessori teacher. In this setting, the child is offered a great deal of information and order, and more importantly, he/she remains an independent and free thinking individual who learns by doing. It is the aim of our Montessori of Woodridge School to follow this philosophy.

Pat Whyte is our education co-coordinator and school administrator. She works closely with all families and faculty. The hiring of our wonderful faculty is to her credit and hard work. Her broad knowledge of the Montessori materials and the Montessori philosophy in the classrooms is seen in the beautiful environments. Pat's Montessori training is in 3yrs. to 6yrs., 6yrs. to 9yrs., and 9yrs. to 12yrs. She has a bachelor's degree in General Studies from Northern Illinois University. Pat has been teaching in the Montessori classrooms since 1979 and has loved every minute of it.

Parents We recognize parents as the chief educators in the life of the child. We want to help you in discovering who your child is and what his or her needs are. We want to help your child to become aware of himself, his world, and the people around him.

School Hours:

All Day.....7:00 A.M. to 6:00 P.M.

Half Day Morning Class.....9:30 A.M. to 12:30 P.M.

Tuition ranges for the month:

(high price for infants thru 23 mths
(low price for older child) 24 mths thru 6 yrs.)

5 days full day: \$1100 a month/\$1000 a month*

5 days half day: \$600 a month/\$500 a month*
\$40 extra a month if clients use us more than 10 hrs. a day

Tuition is based on a 9 month school year. (Summer camp is a special enrollment.) Tuition is not subject to adjustments for illness, absence, or vacations. Deposits are held for each child while attending our school and put into a scholarship fund when he/she leaves. Deposits are tax deductible. Tuition is due by the 25th day of the month before your child attends.

Office Hours: Pat receives calls on her cell phone from 7:00 A.M until 6:00 P.M. The office is open from 11:30 until 5:00 pm.

You can call to schedule an appointment. Pat, the administrator, will come in on Sunday from 1 to 3 PM for scheduled appointments.

Classroom Schedules:

Daily schedules are posted in each classroom. This is a general idea of a school day:

Morning		Afternoon	
7:00 am to 9:30 am	Arrivals	1:00 pm to 3:00 pm	Nap 1:00pm to 2:30/3:00pm
8:00 am to 8:30 am	Breakfast	3:00 pm to 4:00 pm	Snack and free play
8:30 am to 9:30 am	Greetings and work of choice	4:00 pm to 5:00 pm	Arts and crafts/outside if possible
9:30 am to 12:30 pm	Classroom time (including outdoors)	5:00 pm to 6:00 pm	Story time and free play
12:30 pm to 1:30 pm	Lunch followed by extended day	6:00 pm	School closed:

School Lunch/Snacks and Events Calendar This is available by the office and classroom entrances on the 1st of the month. Our lunch menu for the month can be found on our website under news.

List for What Children Need to have for School

Coat, extra clothes, inside shoes & Nap “stuff” descriptions, storage and labeling

The classroom teacher will show you where your child's nap things and extra clothes are kept. **Please label all articles of your child's clothing** including what your child wears, what you bring for a change of clothes, and their jackets and coats, gloves, and scarves. You can use a fine sharpie marker. Please dress children in play clothes that they can manage and that are appropriate for the weather. Outside shoes should be supportive (high heels and modern fashion shoes are not safe). Inside shoes should be comfortable and easy for the child to manage. These can be labeled with your child's initials. Each child has an assigned hook for his or her shoes in the hallway where you enter in the morning except for toddlers who use the back-hallway hooks for their shoes. The child should have one pair of shoes in the shoe bag at all times. Coats and accessories are kept in your child's room closet.

Children's Nap Necessities

Infants: 1 pack & play sheet. These are sent home twice a week, on Wednesdays and Fridays.

Parents of toddlers twos, and 3 to 6-year-old children can take their sheet & cover home on Friday to bring back on Monday.

Daily Supplies:

A change of seasonably appropriate clothes (labeled). Toddlers need two changes of clothes and extra underwear when they are being potty trained. These will be stored in a box **provided by the school**. Please include a sweater or sweatshirt. This box will be accessible only to your child's teachers. Infants need two changes of clothes, diapers, wipes, cream, and baby food and bottles (all labeled). We ask parents to provide a box of Kleenex when their child has a cold.

Forms filled out:

Forms to be completed for enrollment are: discipline, late pick up, pest management, health form for the State of Illinois, application sheet, DCFS booklet (for downstairs only), a copy of your child's birth certificate and (dental and vision forms for kindergarten age children only).

Registration and Deposit Paid:

This fee must be paid before admission unless special arrangements are made with the office.

Parent Commitment:

Parents are asked to attend two parent/teacher conferences during the year.

Parents are asked to enter the classrooms to communicate in writing the current days information only. i.e. when the baby last ate or slept, when an older child had a difficult morning, fight with a sibling, a death in the family, etc. In the interest of safety, when a parent enters the upstairs, he/she must move away from the door to hand the teacher a note. For extended conversations, appointments must be made by requesting the teacher call the home of the parent. Paper and pencil can be found outside the office door, just to the left above where the monthly payments go.

General Guidelines:

Parking: Everyone is asked to park in the parking lot. Our circular drive is a fire zone and parking is not allowed. Woodridge police ticket cars there.

Birthdays

We love having pictures from each year of your child's life. Please bring fresh fruit, fresh vegetables and dip, cheese, or pizza. Check with your child's teacher ahead of time for her particular plans and for food to be served. On your child's birthday, he/she can bring a gift for the class, which may be a book or a donation for the school. No sweets, muffins, or cakes.

Discipline

Children are expected to show respect for their teacher, classmates, and the environment. When basic rules of respect are broken, children are offered choices or asked to take time and be away from others until they decide they are ready to come back to the group. Biting occurs naturally with toddlers who are teething. We have a policy for biting because of the danger of an open wound. When biting occurs (teeth marks must be left to be considered a bite) both the parents of the child bitten and the parents of the child who did the biting are notified by phone and in writing. Parents of the biter will be asked to take measures to prevent the biting from reoccurring. We will monitor this. All children are welcome at the Montessori of Woodridge. School. Admission is based upon availability and the parents' decision to bring their child to our school. If the school has tried but cannot meet the needs of the child, we will counsel the parents and help them find another source.

Fundraising

If the school needs help, parents are asked to help us out. We have done this two times in 30 years. Donations are always accepted. The deposit you pay us when your child starts is taken as a donation when you leave. These are our fundraisers. Your generosity in these areas makes it possible for the school to fund financial aid, train faculty, purchase classroom materials, make capital improvements, buy computer software, and meet the operating budget. Parents are asked to become involved and contribute time or funds, as they are able. We also have community fundraisers for St. Jude's Hospital.

Registration for attending students

We begin registration for the summer and the upcoming school year in March and finalize everything in May. At this time parents come to the office and meet with administration for a consultation and visit. We basically check your child's information, what your goals are for your child and your satisfaction with our school.

Signing In and Out

It is a DuPage county law that all parents sign their child in and out. The Time Guardian is located on the wall to the left of the office door. Each child has an assigned number at registration and a folder with their name and # in their classroom.

Arrivals and Dismissals

It is important that arrival and dismissal times be closely followed. Promptness is important in a child's life; children who arrive late or are picked up late may feel sad. When parents are late to pick up, we contact your emergency person after trying to contact you. Police will be called after 2 hrs. If we cannot reach anyone. There is a \$1.00 fee for every minute after 6 P.M.

Weather

If the school must be closed or **delayed opening** due to inclement weather, you can call the school number for information. We will also send e-mails to all parents if possible. For **early dismissals**, the school will contact the parent to come and pick the child up early.

Our Commitment to You---Our Global Community

Look around our school. We are diverse and we are peaceful. We accept differences as an opportunity for growth.

Dr. Maria Montessori, a genius in the field of child development and psychiatry saw the need for the community to help the developing child. Parents, school, and neighborhoods alike support and help the child. Our community at the Montessori of Woodridge helps families and children in this way. We believe in the broader definition of community extending to our world and all living things. Only through understanding the interdependence of all life can we be a global community.

Montessori at Home

“Lifelong learners” is a phrase you’ll often hear at Montessori. While usually thought of in terms of our students, it applies to parents as well. We try to help our parents observe their child without making judgments of the child or his work. In regards to his work, even if you say, “What a beautiful painting”, it is a judgment. Children are more apt to respond to a description of what you see. (“You painted the whole paper red with green dots all over it. It looks very much like Christmas. Is that what you were making?”) In regards to your child, when you observe him pretend you are looking at a picture you just snapped; then you will simply describe what you see, and not what you think you see. For example: John is very smart is a judgment, but it would be an observation if you were to say, “John is reading “The Purple Butterfly Book”. He can tell me what it’s all about.

Publicity

Dex, Hibu, local high school sports brochures, local map, local ads, facebook, flyers, and on our web site.

www.montessoriofwoodridge.com.

Message Center

We have a message center by the office door. On the door, we have extra menus, our yearly calendar, quarterly newsletters, a change of address or phone number form, and a medicine permit form. To the left of the door we have a locked brown box for checks. Health department notices are on the bulletin boards in our front hall along with pertinent news, school memberships, and compliance information.

Conferences and Student Records

Prior to each scheduled conference, parents are asked to sign up with each classroom teacher for a time when they can make the meeting. Montessori teachers evaluate students’ progress and development and keep daily records of their work. This is also shared at conferences. All students’ records are confidential. Parents may review them, add comments, and authorize their release to other schools.

Extended Day After lunch, we give extended presentations in all the subjects. It is for children 4 1/2+ years of age.

Our musical instruments

We use tonally accurate instruments and rhythm exercises for music awareness. We learn and make up songs and begin to study notes and music notation. We use the Montessori Bells to develop the children’s ability to perfect the sense of hearing. Our music teacher, Sandra Vesely teaches to all age groups in their classroom. She also gives private voice and/or piano lessons.

Field Trips

We walk to our public library and all the beautiful parks in Woodridge. We visit the park district playground and take nature walks along the lake and paths. We visit the Fire Department and watch them in our parking lot when they visit with their hook and ladder truck, emergency vehicles and water training equipment. We take 4 other field trips a year when possible.

Creative Dramatics

We play dress up, housekeeping, and shopping. Gym equipment is provided. We create plays, and write and illustrate stories.

Medication

The Montessori of Woodridge School administers over the counter and prescription drugs only if the parent follows our specific instructions.

A form must be signed with:

The name of the medication, the date it is to be given, the time this dose is to be given, the amount, the time of the last dose, and the parent's signature.

The form will be found in our message center by the office door.

The child's name must be on the medication. Give it to the teacher present, and make sure she places it in a locked box in the refrigerator or in the first aid box to the right of the kitchen door upstairs.

When the medication is given the teacher will sign it, put the time on the form, and put the form in the child's folder. Send only enough medication for one day. If you bring over the counter medication it must be prescribed for infants/toddlers. For all other children we only give the dose suggested for your child's age/weight etc. The same form must be filled out and the bottle you bring cannot have been opened.

Illness

The following are situations when your child should remain at home:

1. If your child's oral temperature exceeds 100° F (99° F axially, 101° F rectal), or 1-2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
2. If a rash is present that has not been evaluated by a physician, including any open sores.
3. If your child vomits and continues to experience nausea and/or vomiting.
4. If your child shows any signs of upper respiratory infections (cold symptoms) serious enough to interfere with his ability to learn, sleep, eat or play. Signs of infection include: runny nose; yellow/green mucous; harsh congested cough with breathing difficulty; fever. If a child has an infection needing treatment with antibiotics, it is recommended that he stay out of school for 24 hours after starting the antibiotic.
5. If there are any signs of conjunctivitis (pink eye) with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician.
6. If the child experiences diarrhea, or repeated watery stool, it could be a sign of infection or a more serious illness. It is recommended that a physician evaluate the child. If the physician believes that the child's health problem is not contagious, he/she may write a note stating so and the child may be readmitted to the school.
7. If there are signs of infestation of lice (nits in hair, itchy scalp) the child should be evaluated for treatment.
8. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
9. Infectious disease: If your child has contracted or shows signs of an infectious disease (i.e. chicken pox, measles, pink eye, etc.) contact your physician and the school immediately.

Outside We cannot keep a child inside when all the others go out, so if you have any concerns about your child going outside, please do not send him or her to school, unless the weather makes it obvious that we will be staying in. Exceptions will be made for exceptional circumstances cleared through the office.

Accidents or Illness at School

Parents are notified immediately of any accident or illness. We must be able to reach parents during the day, so we will check phone #s 4 times during the year for accuracy. If a parent cannot be reached in an emergency, we will contact the emergency person on the form. If necessary, the child will be taken by ambulance to a hospital for treatment. All staff is trained in First Aid and CPR. The school is insured for personal injury of children when under the supervision of school personnel. The teacher in charge fills out an accident or illness report. The parent signs it and we make a copy for our records.

FACULTY

Our teaching staff is made up of qualified Montessori lead teachers, Montessori trained assistants and Montessori trainees. Parents, teachers, and staff have in common the belief that a Montessori education is the best possible one for children. Together, we work to provide a nurturing, challenging environment where children develop habits, attitudes, and skills for a lifetime of learning.

Room 1:

Samira Hussein is the mother of 5 children. Her quiet manner and loving care makes her stand out as an excellent teacher. Samira is the head teacher in the Two-Year-Old room. She is completing her associates in early childhood and has completed her Montessori studies at Wellspring Montessori Training Center. Samira is with us from 7:30 A.M. until 3:00 P.M. daily.

Room 2

Anna Oliapathura is our infant, toddler Montessori trained head teacher. She also has a bachelor of arts degree and a Masters in Literature. The parents love her daily communications and everyone knows when they walk into the room that her first interest is the young child. Anna will be working with Zahra Zaibunisa. Zahra is dedicated to the children and the classroom and works well with the faculty and administration. Her patience and ability to work in a variety of settings is an asset to all the children and faculty. Zahra is taking ongoing child development classes and has recently completed a 120 hr. class in child development.

Second Floor

Jan Ciskowski has her degree in Psychology from George William College. She took her Montessori training from MECA-Seaton in Clarendon Hills, IL and received her certification from the American Montessori Society as head teacher of 3-6-year-old children. She has been a Montessori teacher for over 30 years and brings a great calm and security to the all-day environment. The children are happy, well mannered and playing with a purpose. The classroom she has created is a peaceful one.

Pat Whyte is our education co-coordinator and school administrator. She works closely with all families and faculty. The hiring of our wonderful faculty is to her credit and hard work. Pat's Montessori training is in 3yrs. to 6yrs., 6yrs. to 9yrs., and 9yrs. to 12yrs. She has a bachelor's degree in General Studies from Northern Illinois University. Pat has been teaching in the Montessori classrooms since 1979 and has loved every minute of it. This year she will work upstairs from 9:30am to 12:30 pm and will share the extended day classes with Jan.

Razia Baloch has her Montessori training for 3 to 6-year-old children and has child development classes from College of DuPage. Her past Montessori of Woodridge experience was with children of all ages. She has a quiet and unobtrusive manner appreciated by teachers and children alike. Her Montessori approach shines through in all she does. She will be helping out in the 3 to 6 classroom as needed.

Additional people you may see in the building are Jim Whyte who helps out in the office, the Infant/Toddler Pediatric Nurse who inspects our infant/toddler and 2's classrooms once a month, DHS Health department who checks our kitchen once a month, city water department who checks our water 6 times a year, local and state Fire and Sprinkler System Inspectors who regularly check our systems, and our pest management team.

2018 – 2019 School Calendar

August	15	Wednesday	First Day of School
September	3	Monday	Labor Day – school closed
September	12	Wednesday	Parent meeting 6pm
November	16	Friday	Conferences-school closed
November	21	Wednesday	½ Day closed after Thanksgiving Celebration
	22	Thursday	School Closed
	23	Friday	School closed
December	14	Friday	Winter program 6 p.m.
	21	Friday	school closed
	22	Saturday	school closed
	23	Sunday	school closed
	24	Monday	School closed
	25	Tuesday	School closed
	26	Wednesday	School closed
	31	Monday	School closed
January	1	Tuesday	school closed
January	21	Monday	school closed
February	14	Thursday	Valentines Day
	18	Monday	Presidents Day – school closed
March	16	Saturday	Conferences
April	6	Saturday	Parent Conferences
April	19	Friday	School Closed
May	23	Thursday	Last day of public school
May	31	Friday	End of year music program and pottuck
June	3	Monday	Summer Camp begins