

# Montessori of Woodridge Handbook

## 2023 - 2024 School Year

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. In this way the 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 continue 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. It is important your child becomes aware of himself, his world, and the people around him. From 6 months, we try not to talk about him in front of him unless it is something we want him to hear. We also communicate best by making eye contact with the infant and/or child. This helps them to focus, which we will notice when the infant follows our directions. Young children speak earlier when parents sing to them often. Language develops more quickly when parents give names to what they are doing, parts of the body, and clothing. It is important for parents to help their toddler learn how to put on his shoes or coat, brush his teeth and put things away when he is finished with them. Be patient and if possible, wait for your child to do things for himself. Be supportive but have expectations.

## School Hours and Classes Tuition ranges for the month:

Our School is open from 7:00 A.M. to 6:00 P.M

Infant, Toddler, Twos and 3 to 6 yrs. fees are based on age ratios in the classrooms. Hours of care must be for at least 4 hours and not more than 11 hours. Parents of infants can choose the days and hours they need us for. All other children start class at 9 A.M.

We usually recommend at least 3 days for a three-year-old, 4 days for a four-year-old, and 5 days for a five-year-old.

**Tuition** is based on a 9 ½ month school yr. (Summer camp is a separate enrollment – registration and the first month fee is due by April 1, 2024.) Tuition is not subject to adjustments for illness, absence or vacations. A deposit is \$225 per family paid only once and applicable for as long as the school exists and holds a place for each family's children while attending our school. It is put toward classroom materials when he/she leaves. Deposits are tax deductible. We have a registration fee of \$150 every year which is used toward supplies during the year. This year we are asking parents to sign contracts for days and hours needed.

**Office Hours:** The faculty receive calls from 8:00 A.M until 6:00 P.M. You can call to schedule an appointment at our school. Visitors are not allowed entrance to the classrooms during regular school hours.

## Classroom Schedules:

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

\*Infants Daily - When the weather is nice, parents can enter through the infant room door. Otherwise, parents must use the front door.

Morning:	7:45 am to 9:00 am Arrivals at the front door welcomed by a staff member.
	8:30 am to 9:00 am Teacher greets and helps child choose work in respective classroom.
	9:00 am to 12:30 pm Classroom time (including outdoors)
	12:30 pm to 1:00 pm Lunch followed by extended day for the older children.
	1:00 pm to 1:30 pm free time for puzzles, books, movement and music
Afternoon:	1:30 Preparation for nap for 3- to 4-year-old children. 1:45 nap time
	3:00 pm to 3:30 pm Snack and free play.
	3:30 pm to 5:00 pm Arts and crafts inside or we go outside, weather permitting.
	5:00 pm to 6:00 pm Story time and free play.
	5:30 to 5:45 Last pick up of the day.

**School Lunch/Snacks and Events Calendar** This is available on the office door folders or can be found posted on the indoor window.

# List for What Children Need to have for School

## Coat, extra clothes, water bottle, shoes, storage, and labeling

Bring your child's extra clothes. We will have a shoe box to put them in for the 3- to 6-year-old children in the front hall. We have labeled green bags just outside the entrance door to the classroom for the twos. Infant-toddler shoes go on a yellow shelf by the back exit door in the infant-toddler room.

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 and freezer tape. It is the easiest way to mark them.

Dress children in play clothes that they can manage and that are appropriate for the weather.

Outside shoes should be supportive and flexible (high heels and modern fashion shoes are not safe).

Inside shoes should be flexible and easy for the child to manage. These can be labeled with your child's initials.

Each child has an assigned place for his or her shoes in the hallway where you enter in the morning except for the infant/toddlers who use the yellow cabinet in the infant room for their shoes, and the twos who use the green bags outside their classroom door. Boot trays are used for wet shoes or snowy boots during inclement weather.

Your child should have one pair of shoes in the shoe location at all times. Coats and accessories are kept in your child's room closet.

## Children's Nap Necessities

Infants, toddlers, twos, and 3-to-6 year old classrooms have sheets and covers provided by the school. We supply and wash them.

### ***Daily Supplies:***

A change of seasonably appropriate clothes (labeled). Toddlers and twos need two changes of clothes and extra underwear when they are being potty trained. These will be stored in a plastic 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 when first transitioning and bottles (all labeled). We ask parents to provide a box of Kleenex when their child has a cold.

### **Forms filled out:**

You will be given forms to fill out: application, discipline, late pick up, pest management, health form for the State of Illinois, DCFS booklet, a copy of your child's birth certificate and (dental and vision forms for kindergarten age children only).

### **Registration and Deposit Paid:**

The deposit fee of \$225 must be paid before admission is possible. Registration is \$150 yearly and can be pro-rated and paid monthly. Summer registration is in April. ½ payment for the first month of summer camp is asked for at this time.

### **Parent Commitment:**

Parents must attend two parent/teacher conferences in person during the year.

On a regular basis, parents are asked not to enter the classrooms but to communicate in writing the current days information only ie when the baby last ate and slept, when an older child had a difficult morning, had a fight with a sibling, a death in the family, etc. For extended conversations, phone call appointments can be made by requesting the teacher call the phone # of the parent when she is free or at a time both teacher and parent have agreed upon. This allows the teachers to take care of the current children they have without distraction.

## General Guidelines:

**Parking:** Everyone is asked to park in the parking lot unless they are dropping their child off at a designated time in the circular drive. Our circular drive is a fire zone, so you must stay in your car, drop and go per special request.

## Birthdays

We love having pictures from each year of your child's life. Please bring fresh fruit, fresh vegetables and dip, cheese, or pizza. Any food items must be brought packaged from the store. 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 or muffins please.

## 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 to be away from others until they decide they are ready to come back to the group. 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. 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, as they are able. These donations can be deposited in the check box to the left of the office door. We also have community fundraisers for St. Jude's Hospital and childhood illnesses.

## Registration for attending students

We begin registration for the summer and the upcoming school year in April.

## Signing In and Out

It is a DuPage county law that all parents sign their child in and out. For the office we are currently using The Time Guardian located on the wall to the right of the office door. Each child has an assigned number at registration. For the classroom, the department of children and family services request separate sign in sheets which can be found in each classroom.

## Arrivals and Dismissals

It is important that arrival and dismissal times be followed as closely as possible. Promptness is important in a child's life. Children who arrive late or are picked up late may feel sad. When parents are unable to pick up on time, we ask that you call ahead so we can tell the child that you will be late. For extenuating circumstances we will call the emergency person on your list.

## Weather

If the school must be closed or there is a **delayed opening** due to inclement weather, you can call me or the teachers' cell phones for information. We will also send a text to all parents if possible. For **early dismissals**, the teachers will contact the parent to come and pick the child up early.

## Water Testing

Montessori of Woodridge hired First Environmental Labs to conduct water testing for lead. Their report is posted on the front hall bulletin board. It was completed in November of 2018. All sinks passed with the exception of 2 (the handwashing sink and the vegetable washing sink in the kitchen) which had to get new washers. In lieu of retesting, we run the sinks for 30 seconds every morning and 5 seconds before use.

## **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. 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** Face Book, community map, our web site, Dex and Google.

## **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.

## **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, extended presentations in all the subjects are enjoyed. This is usually for 4.5 to 6 year old children.

## **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.

## **Field Trips**

We walk to the Woodridge Forest and all the beautiful parks in Woodridge. We visit the park district playground and take nature walks along the lakes and paths. We watch the Fire Department in our parking lot when they visit with their hook and ladder truck, emergency vehicles and water training equipment.

## **Creative Dramatics**

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

## **A form must be signed for medication to be administered:**

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 bottle should be unopened.

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 ask her to place it in a locked box near the refrigerator in the infant room or for the upstairs in the first aid box to the right of the kitchen door.

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.

## **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). If the child's fever is over 100.4 F and has other symptoms for covid-19, the school must be notified immediately. A child with such a fever should remain home until a doctor sends a note for his return. If other family members have covid or covid like symptoms, we ask that the child stay home.
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—again the school must be called in case other symptoms such as chills, headache, and fatigue are present for covid-19.
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. Again, call the school. This could also be covid-19. 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 admitted to school with a note stating this.
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, covid-19 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 files.

**Faculty:** Our teaching staff is made up of qualified professionals, including 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:**

**Jasmine YeeMan Pao** has a bachelor's degree in Elementary Education and a minor in Applied Music from Taylor University. She was inspired to be a Montessori teacher when she worked in a school in Japan and was amazed by the freedom and independence the children were given. She aspires to learn more about how the Montessori classroom works while pursuing her current studies to be a lead teacher.

#### **Room 2**

**Razia Balach** has her Montessori training for 3 to 6 year old children. This summer/fall she took additional classes in Montessori for infant and toddlers. Razia has also taken child development classes at College of DuPage. Her past Montessori of Woodridge experience was with children of all ages. She has a quiet and unintrusive manner appreciated by teachers and children alike. Her Montessori approach shines through in all she does. Both she and Stephanie Scates will be working in the infant room.

**Stephanie Scates** has her degree in engineering from the School of the Art Institute of Chicago. She has done previous in metallurgy and Auto Cad Design of parts for automotive industry, military industry and locomotive industry. She has also taken sociology and psychology at College of DuPage which had extensive sections on early childhood. Stephanie has taken the paraprofessional classes in infant/toddler at Meca Seton. She plans on expanding her Montessori training for Infant/Toddler during the spring and summer to qualify as a lead teacher and head director for a Montessori School. Stephanie understands and believes in the ability of all the children. She also knows where they are emotionally. :I understand they are adults in training, encourages self-sufficiency and expects independence emotionally and physically.

#### **Office and Rooms 3 and 4**

**Pat Whyte** is our education co-coordinator and school administrator. She wears many hats as often happens in a small school. 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 last fall, she took classes in infant, toddler at Meca Seton.

#### **Office, Classroom, Kitchen, Grounds, and Building Maintenance**

**Jim Whyte** does many things around the school. He is a qualified assistant, but mostly fills in at nap time when the children are on their cots. He spends most of his time making repairs, cooking, cleaning at the end of the day, and working in the office.

**Swapna Chacko** works as an assistant when needed in rooms 3 and 4 upstairs. Swapna has a degree in Psychology from Benedictine University. She is gracious, helpful, and has a great sense of humor. She loves working with the children and is tolerant, patient, and understanding with children and adults alike.

**Additional people** you may see in the building are:

**D.C.F.S. (Department of Children and Family Services)** This is the department we are responsible to for the safety and well being of your children.

The Infant/Toddler **Pediatric Nurse** who inspects our infant/toddler classroom once a month,

**DHS Health department** who checks our kitchen once a month,

**City water department** who checks our water 6 times a year, and

**Local and State Fire and Sprinkler System Inspectors** who regularly check our systems.

**Radon Specialist** every 3 years.

**Mold Tester** every 3 years.

## 2023 – 2024 School Calendar

August	16	Wednesday	First Day of School
September	4	Monday	Labor Day – School closed
October	9	Monday	Columbus Day
November	10	Friday	Conferences-5 P.M. to 8 P.M.
November	22	Wednesday	½ Day closed at 3 P.M.
	23	Thursday	Thanksgiving Day
	24	Friday	School closed
December	8	Friday	Winter program 6 P.M.
	22	Friday	Winter break – School closed
	25	Monday	Christmas Day
	26	Tuesday	School closed for winter break
	29	Friday	School closed for New Year's Eve
January	1	Monday	School closed New Year's Day
February	19	Monday	Presidents Day – School closed
March	23	Saturday	Conferences
March	29	Friday	Good Friday – School closed
May	10	Friday	End of year music program & potluck
			Memorial Day School closed
May	27	Monday	Take home supplies
May	28	Tuesday	
May	29	Wednesday	Party for end of the school year – morning with the children.
May	30	Thursday	Last day of school --1/2 day
May	31	Friday	School closed
June	3	Monday	Summer Camp begins