

A Child's View Enrichment House

Family Handbook



2023-2024

A CHILD'S VIEW ENRICHMENT HOUSE MONTESSORI SCHOOL

FAMILY HANDBOOK 2023-24

Welcome to A Child's View Enrichment Montessori School

We are excited that your family has joined our classroom! If you have any questions about our classroom or handbook, please ask. You can call, text or email Laurie DiMonte at (630)673-3943 or ldimonte@sbcglobal.net

WE BELIEVE:

Children learn best through their play and experiences. We believe that children learn best by hands on experiences, getting messy, and through investigation. While building friendships with their peers, children work on problem solving, exploring questions, using their imaginations, expressing their emotions, and creating and exploring the world around them.

Our teachers work to set up intentional play activities and explorations that meet the needs of every individual child. We provide high quality materials and organize the classroom so that our students can develop in the areas of social emotional, language, literacy, mathematics, science, creative arts and fine and gross motor skills.

ELIGIBILITY

In order to register your child, they must be 2 years old. We do not require that your child be potty trained, we will change diapers until they are ready to use the toilet. We will work with your child on potty training at school , **after** they are consistently using the potty at home with minimum accidents.

Please send in diapers and wipes in their bag every day. Also, several changes of clothing as they transition

We must have proof of current immunizations

You must complete all forms and pay our yearly registration and materials fee.

HOURS OF OPERATION AND CALENDAR

We are open from 9:00am-1:00 pm or 3pm MONDAY-FRIDAY

OUR FIRST DAY OF SCHOOL WILL BE ON: THURSDAY AUGUST 24

WE WILL BE CLOSED THE FOLLOWING DAYS:

MONDAY SEPTEMBER 4

TUESDAY SEPTEMBER 5

MONDAY OCTOBER 9

WEEK OF NOVEMBER 20-24

WEEKS OF DECEMBER 25- JANUARY 5

MONDAY JANUARY 15 AND TUESDAY 16

MONDAY FEBRUARY 19

THURSDAY FEBRUARY 29

FRIDAY MARCH 1

MONDAY MARCH 25-29

FRIDAY APRIL 26

MONDAY MAY 27

OUR LAST DAY OF SCHOOL WILL BE ON:

WEDNESDAY MAY 29th

Monthly Themes for 2023-24

August/September

Family and Pets

The 7 Continents

Science- The Human Body

Author- Eric Carle

The letters F,H and T

The Numbers 1 and 2

October

Trees

The Continent of South America

Science- Farm to table, fruit trees

Author- Margaret Wise Brown

The Continent of Australia

The Letters E, I and L

The Numbers 3 and 4

November

Community Helpers

The Continent of North America

Science- The Season of Fall and Migration

Author- Doreen Cronin

The Letters D,J and U

The Numbers 5 and 6

December

Winter in the Woods

The Continent of Antarctica

Winter Celebrations around the World

Science- Animals and Hibernation

Author- Jan Brett

The Letters B, O and P

The Numbers 7 and 8

January

Baby Animals

The Continent of Asia

Chinese New Year

Science- Snow and Ice

Author- Ezra Jack Keats

The Letters C,S and R

The Numbers 9 and 10

February

The Solar System

The Continent of Africa

Valentine's Day

Science- The planets and our place in the universe

Author- Rosemary Wells

The Letters A,G and Q

The Numbers 11 and 12

March

Global Passport and Travel

The Continent of Europe

Science- Living and Non Living

Author- Dr. Seuss

The Letters W,Z and N

The numbers 13 and 14

April

Weather and Spring

The Continent of Australia

Science- Ponds and Rivers

Author- Marc Brown

The letters M, X and K

The Numbers 15 and 16

May

Garden Treasures

Mother's Day

Science- How does your garden grow?

Author- Lois Ehlert

The Letters V and Y

The numbers 17 and 18

Licensing

A CHILD'S VIEW ENRICHMENT HOUSE MONTESSORI SCHOOL is a DCFS registered Group Daycare Home. Laurie and all employees and her family have had criminal and child protection services background checks.

Laurie and all employees have up to date First Aid and CPR certifications also. A copy of IL DCFS Licensing rules for group daycare(preschool) homes is available for your review at any time.

Curriculum

A Child View Enrichment House Montessori implements a Montessori based curriculum which also follows the IL state curriculum guidelines, common core and District 204, with a monthly theme and play based experiences.

It is designed to facilitate learning through hands-on activities both teacher-led and student-led.

We offer lessons and activities in the areas of language and literacy, math, science, geography, cultural exploration, creative arts, gross and fine motor, and social skills (character education) and dramatic play.

Parent Teacher conferences

Parent teacher conferences will be held in the beginning of February. It is a time where we can talk about your child in all areas of development, review their work and set new goals for your child.

It is important for us to work as a team to ensure your child's success in preschool. We are always here to talk with you regarding your child's needs and progress. Please call, text or email if you have any questions or concerns.

TAKE HOME FOLDERS

Each week it is important that you check child's take-home folder for important information.

All your child's work projects, book orders, newsletters etc. will go home with your child on their last day of the school week.

Newsletters

Each month, I will publish a newsletter to update you on what new exciting topics we are learning about and other things happening in preschool. The newsletter will include

important dates, upcoming activities and events, a summary of previous learning, previewing new centers and studies. I will send home the newsletter at the beginning of every month to all the families. I will also post the newsletters on our website.

Payment

Tuition payments must be paid monthly. Payment is due the first Monday of the month (August – May). The registration fee is due upon application.

All registration fees are non-refundable. If tuition payments are not received, there could be a \$10 per day late fee.

VACATIONS AND ILLNESS

Tuition is still due if your child is sick or if you take a vacation. Please text before school if your child will not be in attendance that day or if you have a planned vacation.

Drop-off and pick-up

Drop off time is at 9:00am and Pick up time is either 1:00 or 3:00pm if your child is attending PreK.

Please respect these times so we can focus our attention on learning during our day.**A late pick-up fee of \$15 **can** be charged for any child in our care after these times.

Please text or call if you are running late. We really appreciate it!

Authorized Pickup

Only custodial parents/guardians and those listed on approved pick up list will be allowed to pick up a student.

Identification is required at pick up. It is required that anyone listed on your emergency contact list must be at least 18 years of age. We cannot release your child to anyone under the age of 18.

DROP OFF POLICY

Please pull up in our pickup/drop off line and be ready to get your child out of the car. Staff will be ready on the driveway to take your child's hand to bring them to the porch area. PLEASE DO NOT BLOCK THE DRIVEWAY OR DROP OFF ON THE RIGHT SIDE OF THE STREET

ITEMS FROM HOME

Please do not allow your child to bring in toys/jewelry etc. from home. Backpacks should include a change of clothing, items we are asking for and a security animal/blanket for comfort for those children who need it.

A Child's View Enrichment House is not responsible for any lost or broken items. It is distracting for our students and difficult for teachers to keep track of personal items. If your child needs a security item such as ONE stuffed animal or blanket, they must be kept in their bags.

Book Orders

Starting in September, I will send home Scholastic Book orders in folders. Please do not feel obligated to buy anything. I will use the points we earn to buy new books/educational items for our classroom library. There are two ways you can order books. You can go online, and order or you can also order through me with a check and order form filled out for SCHOLASTIC BOOKS.

Photographs & videos

To document student learning and share all the wonderful activities and learning happening in our classroom, we take photos and videos of our learning. We will text and email you these throughout the week. Rest assured they are not posted on our website or social media sites.

Emergency Preparedness

In the event of an emergency A Child's View Enrichment House has developed an Emergency Response Plan. Please know that we will make every attempt to notify you, so it is vital you keep your emergency contact information up to date. Please notify us immediately if you need to make any changes to the information, we have on file.

EMERGENCY DRILLS

We strive to make sure our children are safe at school every day. We do this by making sure that our children are prepared for a variety of emergencies. We will practice fire drills (once a month), tornado drills (quarterly), and earthquake drills (quarterly).

Emergency Supplies

Our classroom is equipped with an emergency kit in our closet. Emergency Supplies, flashlight, gloves, wipes, flashlights, small first aid kit, hand sanitizer, a copy of our Emergency Response Plan, each child's contact and emergency information, and any lifesaving medication (epi-pens, inhalers).

Illness Policy

Your child may not be accepted for care if he/she has any of the following symptoms:

- Fever of 99.7 degrees or above
- Contagious skin or eye irritation
 - Unexplained rash or sore
- Discharge from eye, nose, or ears
 - Vomiting
- Diarrhea, more than 3 times in two hours
- Cough lasting more than 1 week without a doctor's note

- Excessive crying, with the inability to be consoled
- Any illness that keeps a child from participating in regular activity

If your child displays any of these symptoms while in our care , we will call you and your child will need to be picked up within one hour. Your child will need to be symptom and fever free for 24 hours before returning to school (24 hours fever free without fever reducing medication).

At any time A Child's View Enrichment House has reason to believe that your child has a communicable disease, we can request that he/she be seen by a doctor and that a note be provided from the doctor stating that your child is not contagious, is able to attend, and participate in a group care facility. If your child has been diagnosed with a contagious illness, you need to notify us, so we can notify other families.

Injury

In case of a minor injury, we will administer basic first aid. All injuries require immediate parental notification will be documented in the form of an Accident Report and notified via text message, email, or phone call. In case of a minor injury in which an ambulance is not needed but immediate medical attention is required, Laurie will contact the parents. If parents cannot be reached emergency contacts will be notified. A Child's View Enrichment House staff cannot transport students to a hospital or doctor's office. Injured students shall be transported by parents or we will call (911) for an ambulance.

Dress and Extra Clothing

We request that students wear play clothes that are practical, comfortable, and washable. Please dress children for active play.

We will go outside for recess activities whenever the weather allows us. Be sure your child is adequately dressed so he/she can enjoy these outdoor activities. Our weather policy is the feels like temperature must be 25 degrees or higher to play outside.

We ask that you provide your child an extra set of clothing, appropriate for the season, that can be kept at school (socks too).

Be sure to put your child's name on ALL clothing that is removable. Students will be running and jumping. Students must wear tennis shoes, boots or crocks/natives to school.

Tuition and Payment agreement

If for any reason you decide to withdraw your child from our program, you must give us **30 days notice** and pay tuition for that month. Illness and vacations do not exclude you from paying monthly tuition. We are a small, monthly tuition-based program and rely on our budget set for the year to run our program. Please contact me ASAP if you are leaving for an extended period or an extended illness. We really appreciate your understanding.