



ILIM School

Parent Orientation





Handbook Highlights

Parents have access to the ILIM School Parent Handbook by logging into our Parent Portal. The Parent handbook has key items for parents to review for the upcoming school year.





DOWNLOAD
BRIGHTWHEEL
APP NOW!



What is NAEYC Accreditation?

Early childhood programs accredited by NAEYC Accreditation of Early Learning Programs have voluntarily undergone a comprehensive process of internal self-study and continuous quality improvement.

What does high-quality mean for an early childhood program?

A high-quality program will provide a safe and nurturing environment while promoting healthy development for young children. NAEYC-Accredited programs demonstrate their quality by meeting the 10 NAEYC Early Learning Program Standards, which are research-based best practices for young children's development and learning.

NAEYC Accredited



PARENT PORTAL

Gain all the key insights for the school



Parent Resources

School Handbook

School Calendar

Daily Schedule

Lunch Menu

Student Resources

FAQ

VISIT THE
PARENT PORTAL
ILIMSCHOOL.COM/parents



Dress Code -

A daily school uniform is required of students enrolled. Students must arrive at school dressed according to ILIM School uniform policy. Students noticed arriving to school outside of uniform code will not be permitted to enter school until the appropriate uniform code has been met. If a student is in school without a uniform, the parent will be asked to bring a proper uniform to school that day. If a parent is unable to bring the uniform by 10am, the student will be given a new uniform to wear and the student's account will be charged for a new uniform shirt.

Please order uniforms on the parent portal ilimschool.com/parents



ILIM Uniform Shirt



Khaki or Dark Blue Bottoms
Patterned bottoms and ripped bottoms are NOT permitted.



Bottoms can be pants, shorts, or skirts

Prohibited Dress Code -

During cooler weather, layering shirts and bottoms are permitted.

Long sleeved shirts must be layered underneath the ILIM uniform shirt and must be white, navy blue, black, or gray (patterns, prints, brand logos, and writing are not permitted). Bottoms layered under uniform must be white, navy blue, black, gray or khaki (patterns, prints, and logos are not permitted).



Not Permitted



Not Permitted



Not Permitted



Not Permitted

Pattern/Prints/ Logo Shirts

Printed/Pattern Leggings

Skirts over uniform bottoms

Dresses that cover the ILIM Uniform Shirt





Clothing Items

Items Needed

- Indoor shoes
- Outdoor shoes (Must be closed toe. Flip-flips or open-toed shoes/slippers will not be allowed indoors or outdoors.)
- Rain boots and jacket
- Hats, gloves, coats (Colder Weather)
- Full set of extra clothes (Uniform shirt, bottoms, underwear and socks)
- LABEL ALL YOUR CHILDS ITEMS



Lunch/Snack

Food & Lunch Policy

Our Lunch and Nutrition Policy is very important to us. Lunch is fuel for both academic and social-emotional success in children.

Healthy Snacks & Lunch

The school lunch menu is available in our Parent Portal. Parents are to provide a morning and afternoon snack daily (ONLY FRUIT OR VEGETABLE). Lunch and snacks are plant-based and meet all health food guidelines.

Home Brought Lunch

Students may bring their own lunch if it abides by our school nutrition policy. It is expected that all children come to School with a packed lunch every day unless they are enrolled in our school lunch program.

Licensing & Sanitation Regulation

- * Please let us know if your child has any food allergies or food requirements.
- * Once food items are served, portions of leftover will be discarded. Leftover food will not be re-served, saved and/or sent back home.



Food

School Snack & Lunch

We approach food from a sustainability perspective and are committed to making ILIM a plant-based food facility.

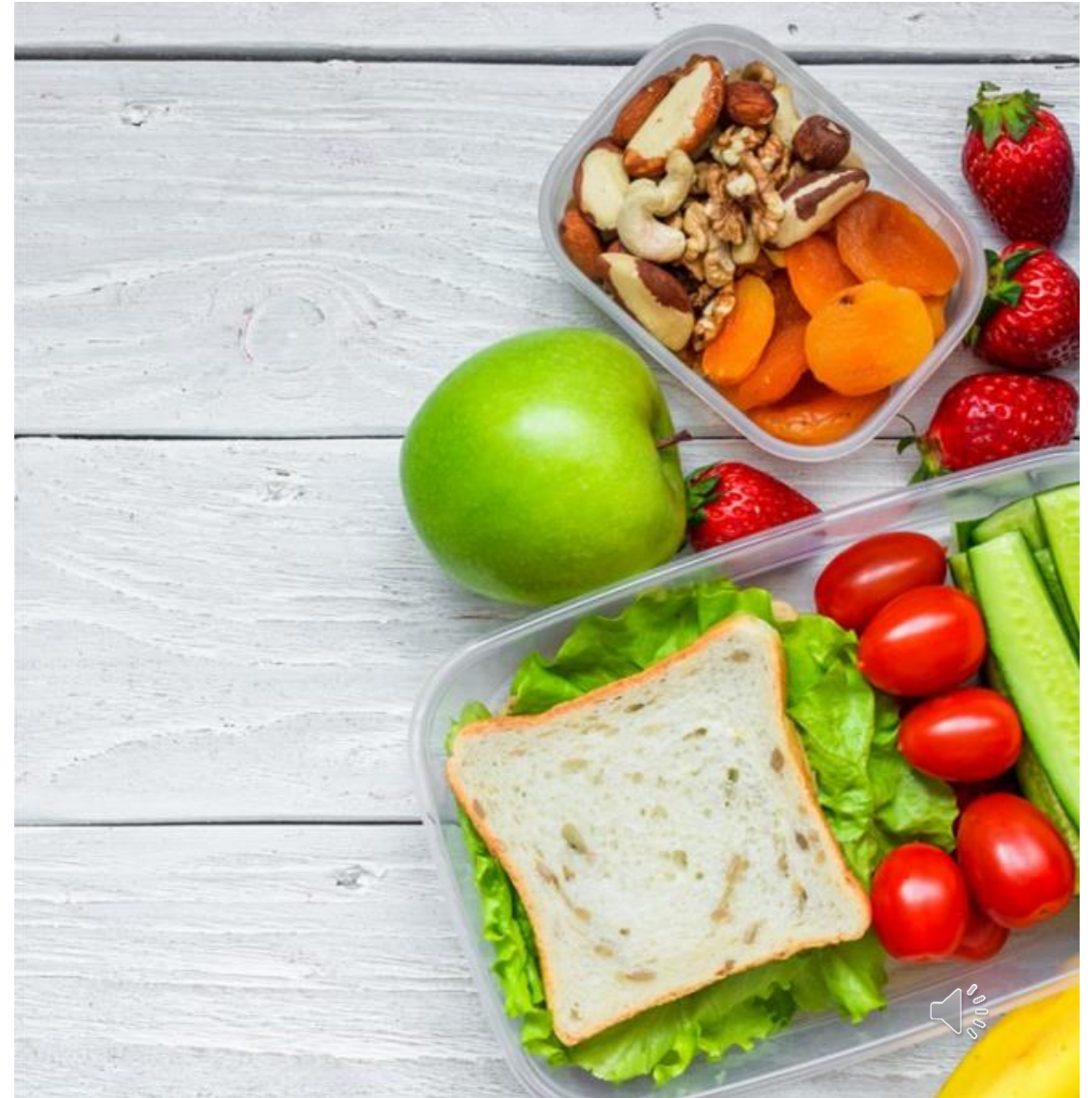
Lunches From Home

Students may bring their own lunch if it abides by our school nutrition policy. All children are expected to come to School with a packed lunch every day unless they are enrolled in our school lunch program.

Prohibited Food

The following foods are **NOT** permitted at ILIM and will be sent back home:

- Juice or Soda (Any Type)
- Candy
- Cupcakes/Cake
- Brownies
- Cookies
- Kettle Corn
- Honey Buns
- Muffins
- Fruit Roll-ups/Fruit Snacks
- Cinnamon Rolls
- Chips
- Flavored water
- Chocolate covered items
- Flavored Water



Birthdays & Celebrations

To encourage an inclusive environment, birthdays are celebrated in classroom groups. Parents *may not* bring birthday treats to the classroom. Celebrations are hosted with the daily school snack.

Our classrooms celebrate each child's birthday. All foods must adhere to the school food/ nutrition policy.



Cultural Celebrations

Providing an equitable opportunity for all students to gain an international perspective



At our International School, we celebrate the core cultures of our 3 core taught languages (outside of English)—Arabic, Mandarin, and Spanish,—through school-wide events and activities. We also encourage parents to share their unique cultural heritage on a smaller scale within the classroom or program setting, offering students rich, experiential learning opportunities. Parents interested in organizing such activities can coordinate with their child’s teacher or program coordinator. For more information visit the parent handbook in our parent portal.

Examples: . Black history, African history , Awa Odori (Japanese), Holi, Diwali (Indian). Hanukkah, Maslenitsa (Russian)etc.

Parents are invited to coordinate with teachers or program coordinators to introduce smaller-scale, classroom-based or program-specific cultural experiences. These may include:

- **Cooking a traditional dish.**
- **Demonstrating a cultural dance.**
- **Presenting artifacts and sharing their cultural significance.**
- **Conducting storytelling or presentation sessions about their culture.**



Attendance

School Hours

Before School: 7:00am-8:00am

Drop-off: 8:00am-8:15am

Pick-up: 3:30pm-3:45pm

After School: 3:45pm-6:00pm

Early Pick Up: 2:30pm

Latest Drop Off: 1:30pm

Tardiness

The school day officially begins at 8:00 AM. All students may enter the classroom between 8:00-8:15 AM. If a student arrives to school after 8:15 AM, parents will be required to wait until 9:20 or the next class hour to drop off their student. (NO EXCEPTIONS)

Absences

In order to protect the integrity of the program and your child's academic learning environment, ILIM School enforces a strict attendance policy.



Carpool Drop-off and Pick-up

Toddler & Primary Students

Morning Drop-Off (8:00-8:15 AM)

1. Pull around to the back gate for carpool.
2. Wait for a staff member to come to your car to sign your child(ren) in and help take them out of the car. Make sure your doors are unlocked.
3. DO NOT get out of your car in the carpool line.
4. Once your child(ren) are out of the car, staff will walk them into the school building.

Afternoon Pick-Up (3:30-3:45 PM)

1. Pull around to the back gate for carpool.
2. Place your child's carpool name tag in your front window. Make sure doors are unlocked.
3. Staff member will bring you a tablet to sign your child(ren) out.
4. Once your child(ren) is place into your car, pull up and out of the carpool line to an available parking space to buckle your child(ren) into their car seat.

Reminders

- All students **MUST** be checked in and out daily.
- Please be patient and **DO NOT** pull around other cars. Wait for the cars in front of you to move before pulling up.
- When entering the carpool line your car speed is not to exceed 15 MPH.
- All "Approved Pick up" people **MUST have their own code** in Brightwheel to sign children in and out.

Elementary Students

Morning Drop-Off (8:00-8:15 AM)

1. Pull up to front entrance of the school for carpool.
2. Wait for a staff member to come to your car to sign your child(ren) in and help take them out of the car.
3. **DO NOT** get out of your car in the carpool line.
4. Once your child(ren) are out of the car, staff will walk them into the school building.

Afternoon Pick-Up (3:30-3:45 PM)

1. Pull up to the front entrance of the school for carpool.
2. Place your child's carpool name tag in your front window. Make sure doors are unlocked.
3. Staff member will bring you a tablet to sign your child(ren) out.
4. Once your child(ren) is place into your car, pull up and out of the carpool line to an available parking space to do a seat belt check.





Please Note!

- No student will be permitted to be dropped off after 1:30.
- The final EARLY release time for the school day is 2:30.

- We foster independence and growth mindset in students and parents. Parents are only permitted to walk their child to their class on the first two days of school.
- Normalization period for children is usually six weeks. You might experience some exhaustion, sadness, anger, excitement, and regression from your child during this time.
- **Parent Portal** – In our parent portal you will find the school calendar, handbook, lunch menu, parent resources, PTO information, annual curriculum schedule and can request a parent conference. To access the parent portal, go to our website: www.ilimschool.com/parents



Sick Policy

Fever – 24 Hours

Children must be fever-free without symptoms of Severe Cough, Fatigue of unknown cause, Muscle or body Aches, Severe headache, Severe stomach pain or ache, and without the aid of medication for 24 hours before returning to school.

Nasal Discharge

If your child has **green, yellow, or otherwise discolored nasal dripping or drainage** at school, we will ask that you pick up your student immediately.

Vomiting & Diarrhea – 48 Hours

Children must be free of vomiting and diarrhea for 48 hours before returning to school.

Not Feeling Well at School

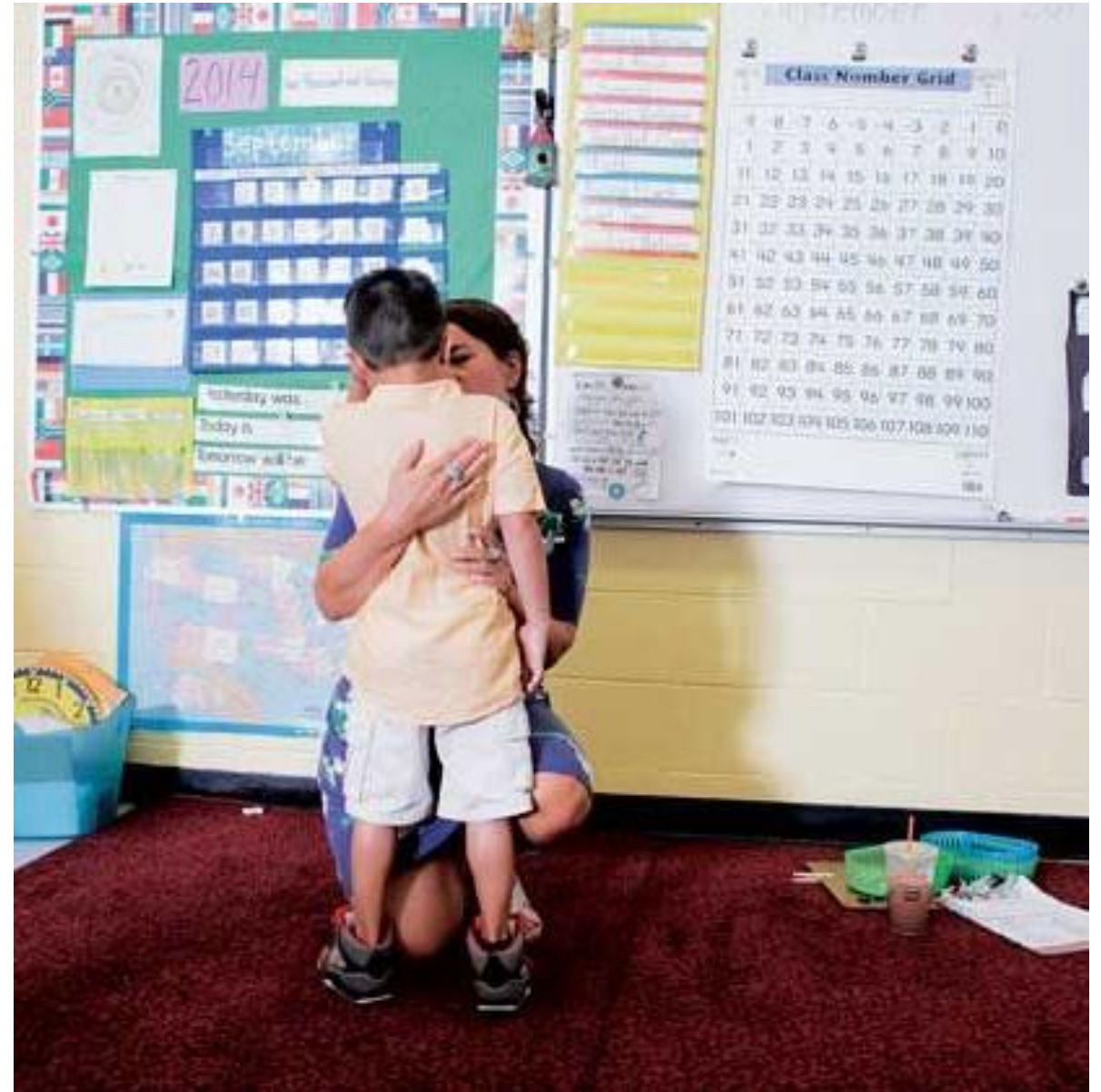
If a child displays signs of illness while at school, we will contact you to pick up them up immediately, but no later than 1 HOUR from when the school contacts you.



Discipline Policy

Constructive Classroom Management

is a purpose-driven approach to skill-building where boundaries are clearly defined and consistently upheld. It emphasizes accountability and teaches students effective emotional regulation and communication skills. In this framework, adults model appropriate behaviors and responses, fostering an environment where students learn through observation and guidance. Consequences for boundary violations are structured to be instructive rather than demeaning, ensuring that discipline reinforces learning and personal growth without using harsh words or actions."



Behavior care & Concern Procedure

“Parents and teachers working together create a strong foundation for student success.”

Phase One - Initial Care and Concern Discussion:

- This meeting will include the classroom Teacher, the Dean of Academics, Director of School, the parents or legal guardians, and the student (when appropriate). The nature of the concern will be communicated, and a school and parent action plan will be determined by the involved parties. This will be documented.



Phase Two - Continuing Care and Concern Discussion:

- These meetings will continue as long as all parties are in agreement that progress is being made, Student Improvement Plan (SIP) items are being supported and followed both at home and at school, and placement at ILIM remains appropriate.



Phase Three - Final Care and Concern Discussion:

- Once the SIP outcomes have been met and the concern has been resolved, the Care and Concern Process will be considered completed. If outcomes have not been met and all alternative resources have been exhausted the school may call for the temporary suspension or dismissal of the student.





Camera/Video Footage and Observing Classrooms

Parents are not allowed to observe classrooms and/or wait outside of their child's class. Occasionally the school will open classrooms for in-classroom observations and parents may register on the school website.

Parents **will not** have access to video recordings, footage, or sound bytes, nor will they be shown past footage.





www.free-printable-signs.com

Items Not Permitted

To help maintain safe and optimal learning environment for all students the following items are not permitted at school:

- Play items such as toys, games, and other playful materials.
- Chapstick
- Hand Sanitizer
- Lotions, creams or ointments
- Non-emergent medications
- Gum, cough drops, candy
- Smart Devices





Language Immersion

Students rotate between 4 Montessori Classrooms a day. Each classroom's materials are in the target language and the students are only taught in the target language. At ILIM School, we offer a full immersion program that integrates four (4) languages. Children do not learn four (4) languages they learn IN four (4) languages.

The language pathway includes 4 classrooms: English, Arabic, Mandarin and Spanish; cited among the top 4 languages spoken in the world. Each classroom design aligns with the Montessori – Reggio (Monte-Reggio) student learning concepts.



Curriculum

Assessments

ILIM School has 3 main ways for evaluating academic and social growth in students (growth indicators). We use portfolio-based evaluations, project-based evaluations and performance-based evaluations.

MRX

Students are tracked as they progress through the scope and sequence, lessons are presented based on each child's unique rate of progress in each area.

Project/ Task/ Problem Based Learning

Interdisciplinary Approach: Integrating these methodologies enables an interdisciplinary approach to education, where students use knowledge and skills from various subjects to solve complex problems and complete significant projects.

Core Skills

1. Critical & Creative Thinking
2. Applied Science, Technology, Engineering & Math (STEM)
3. Collaboration
4. Research
5. Critical reading
6. Written communication
7. Oral Communication/ Presentation



*“Play is the work
of the child.”*

- Dr. Maria Montessori

Montessori

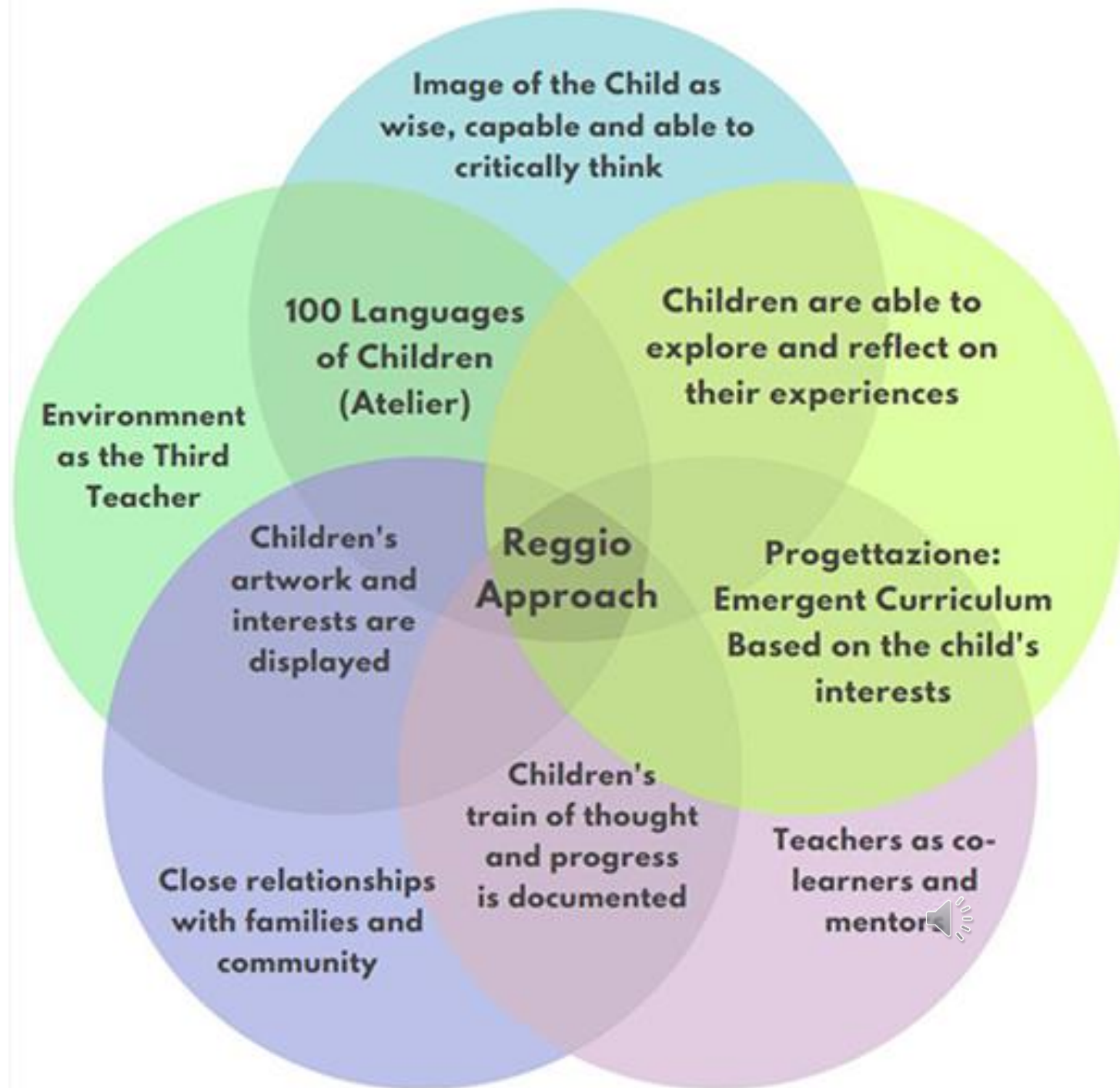
- Montessori classrooms are carefully prepared environments designed to promote independence and foster a love of learning. They feature mixed-age groups, where children can interact and learn from one another. The classrooms include specific learning materials that cater to various developmental stages.



Teachers act as collaborators and facilitators, encouraging students to pursue their interests and providing opportunities for self-expression and creativity. They document students' progress and experiences and use this information to guide further learning.

Assessment in Reggio Emilia education is also more qualitative and focuses on documenting the child's learning process, growth, and development. Teachers use portfolios and other forms of documentation to track and evaluate progress.

Reggio Emilia



Understanding the Development of Learning

Language and Reading Development

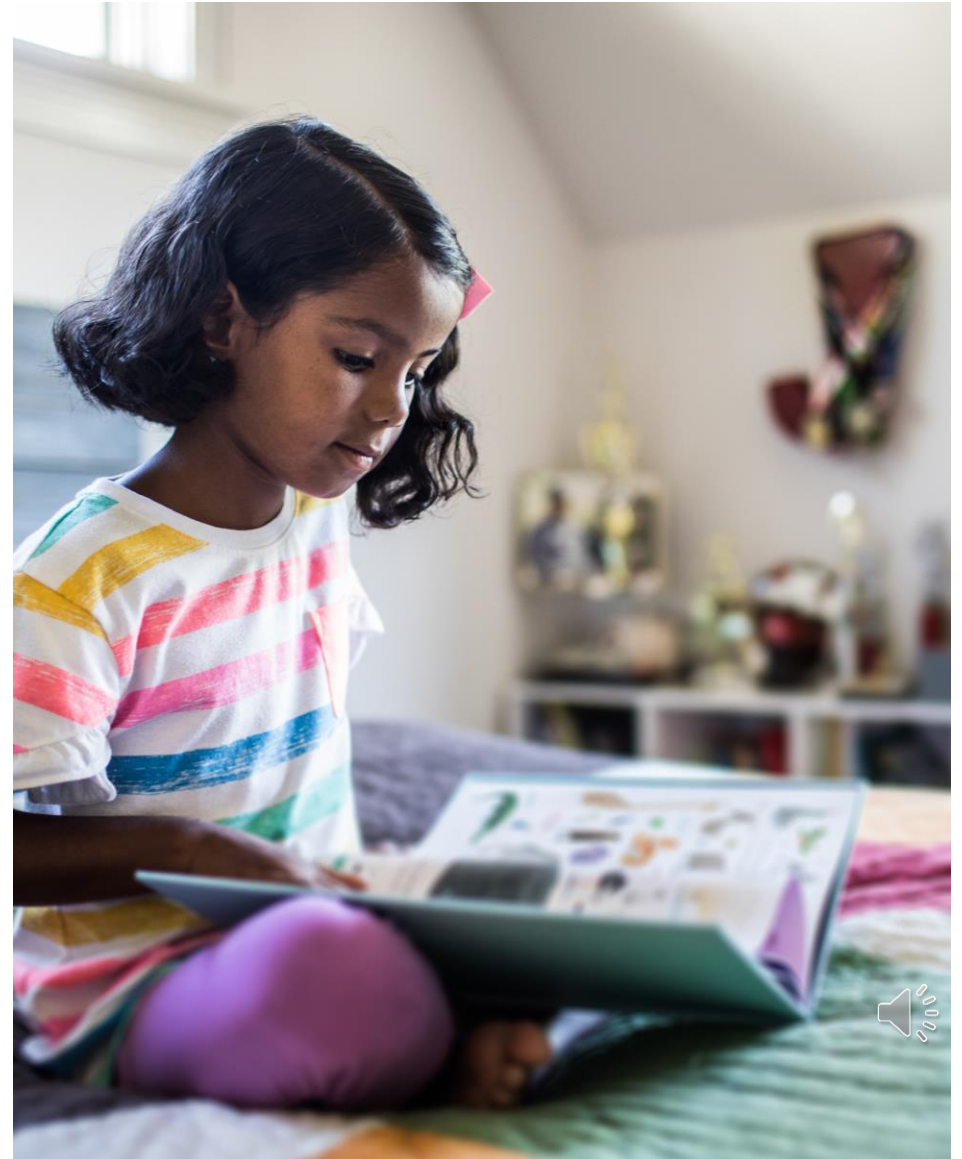
Global Perspective on Reading:

- Children around the world typically begin reading between 6-8 years old, usually starting in 1st grade.
- It's normal for children to not be reading by age 4 or 5.
- Don't worry if your child isn't reading early; each child develops at their own pace.

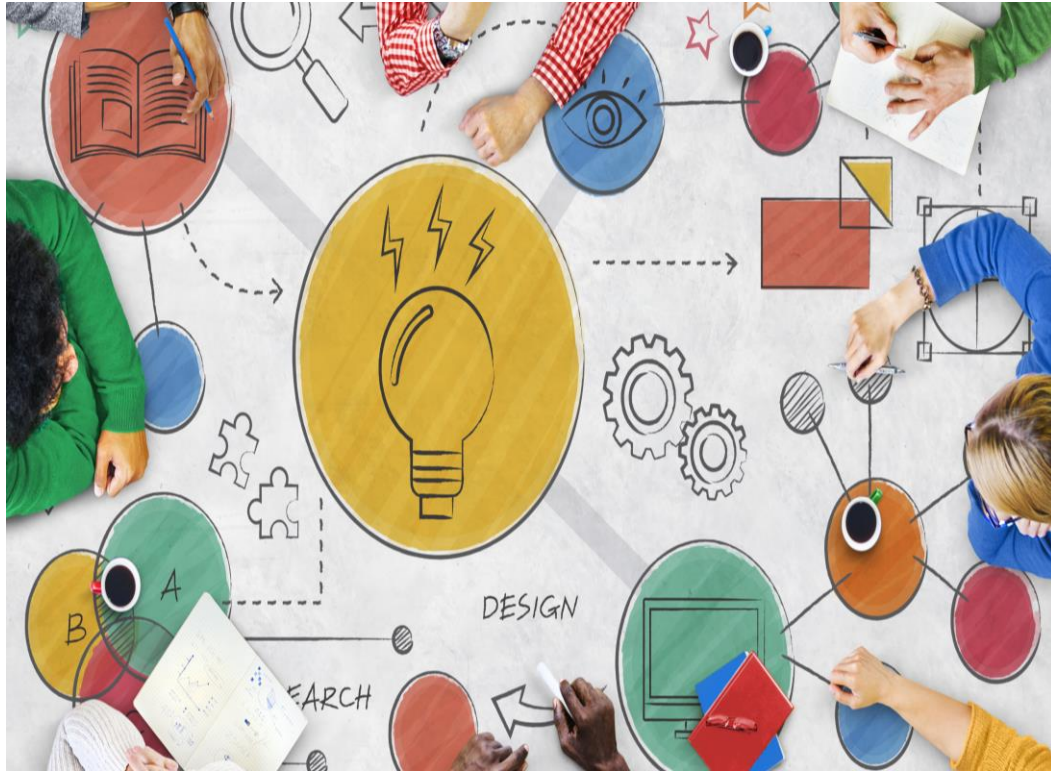
Bilingual and Multilingual Learning:

- Learning multiple languages is not a delay; it's an advantage.
- Children learning two or more languages have a longer input period where they are absorbing and making connections.
- This period can be perceived as a delay but is actually the brain synthesizing more complex language networks.
- By age 9, multilingual children typically level out with their peers in reading and language skills.

What to Expect



Embracing Natural Development



Stages of Competency in Children:

- **Competency Stages: Input Stage:** Children are absorbing information and forming connections. This can look like a delay but is critical for deeper understanding.
- **Early Output Stage:** Children start to express what they have learned in small ways, showing emerging skills.
- **Competency Stage:** Children begin to demonstrate more consistent and confident use of their skills.
- **Mastery Stage:** Children show a high level of proficiency and comfort with the skills they have developed.

Building Competence



Embracing Natural Development



Natural Development:

- Our program values and supports each child's natural development.
- We focus on fostering your child's strengths rather than rushing their progress.

Avoiding Comparison:

- Comparison can be detrimental to a child's self-esteem and development.
- Celebrate your child's unique journey and progress.
- Understand that each child has a unique timeline and learning path.

Benefits of a Multilingual Environment:

- Children in our program gain deeper understanding and cognitive benefits from learning in multiple languages.
- They develop advanced problem-solving skills, creativity, and cultural awareness.
- By not rushing their development, we ensure they build a solid foundation for future learning and success.



Embrace the process

Interdisciplinary learning



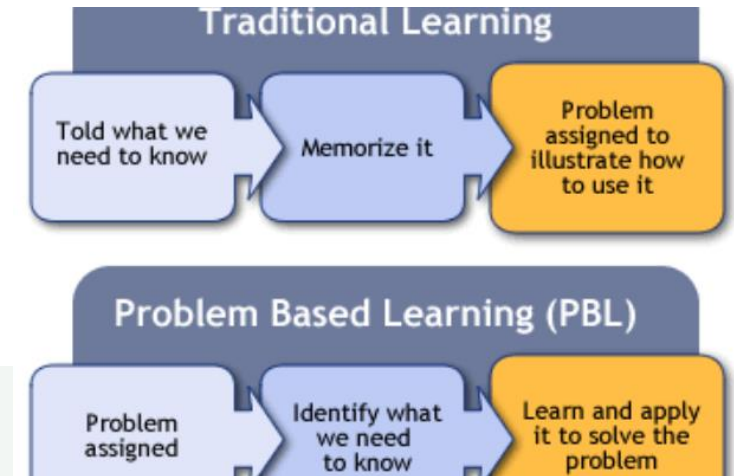
Task Based

In TBL, the focus is on the completion of meaningful tasks that resemble those found in the real world. These tasks are designed to develop specific skills through practical application. As students engage in these tasks, they are not just learning about a subject, but they are learning to do something with their knowledge. This approach promotes active learning and helps students acquire and fine-tune skills in a targeted manner.




Project based

This method involves students in complex projects that require critical thinking, inquiry, and synthesis over extended periods. Projects are often multidisciplinary, reflecting the complexity of real-world problems. PBL allows students to explore a topic deeply from multiple angles, encouraging them to apply what they learn in a practical, often community-related context. This fosters ownership and deeper understanding.



Problem based

This approach puts students in the driver's seat of their education by presenting them with real-life problems without predetermined solutions. It challenges them to research, collaborate, and employ critical thinking to propose viable solutions. Problem-based learning develops not only academic knowledge but also life skills like problem-solving, teamwork, and self-directed learning. 

Supplementing for Success



Supplementing:

Regular classroom instruction may not provide enough practice time.

- 1. Purpose:** Supplementing involves providing additional resources or activities that go beyond the standard curriculum. It aims to enhance learning by offering extra support, enrichment, or exposure to new concepts.
- 2. Intended Outcomes:** Supplementing seeks to deepen understanding, introduce new topics, address learning gaps, or foster advanced skills and interests that are not covered in the regular classroom setting.

How the School Encourages Supplementing

Language Learning Apps: Quizlet or Level learner for daily practice.

Tutoring Sessions: One-on-one or small group tutoring for personalized assistance.

Synthesis.is

Interactive Multimedia: Videos, animations, and interactive games to make learning engaging. (ILIM Youtube Channel)

How the Parents Can Help Supplement

Language Learning Apps: Media Exposure: Encourage watching cartoons, movies, or listening to songs in the new language.

Cultural Events: Attend cultural festivals, food markets, or events related to the language

Use sticky notes to label common items around the house in the new language.

Tutoring Sessions: Find virtual or in-person tutor to better deepen knowledge on a concept or to help with learning gaps. (**Outschool.com**)





Parent Code of Conduct

To maintain an orderly, respectful, and secure educational environment for the students and staff of ILIM School, it is essential that all parents and visitors to our school be aware of their responsibilities and adhere to the expected code of conduct.





Parent Ambassadors

- Parent Ambassadors serve our school and community by connecting with, sharing, and assisting future students and families.
- A parent ambassador is a parent who has a child at ILIM who helps spread the word about our school to their friends, neighbors, and community and actively participates in community projects with the school.



**"The fundamental
job of a toddler is
to rule the
universe."**

-Lawrence Kutner

Toddler Program

**Overseen by Director of
Preschool:**

preschool@ilimschool.com



Toddler Overview

Belongings Needed

- Extra Clothes – Including Uniform shirt, bottoms, underwear/panties, socks.
- **Nap mat (all in one on amazon)**
- Water Bottle
- Pull-ups (For Nap time, if needed (5 for the week)
- Lunch (If not ordering school lunch)
- **Indoor shoes (NO CROCS)**
- Morning and afternoon snack (Fruit or veggie only)

LABEL ALL ITEMS WITH YOUR CHILD'S NAME.

If your child's is bringing lunch from home, ALL lunch items must be labeled with your child's name and date daily.

Nap Time

Toddler children have a Nap/Rest time everyday. (2 Hours)

Pull-up can only be used during Nap/rest Time, if needed.

NO stuffed animals, loveys, pillows or pacifiers are allowed.

Required Student File Documents

- Student Application (*1st day*)
- Medical *Form* – Completed and signed by both parent/guardian and child's physician (*Within 30 days from enrollment date.*)
- Immunization Records or Exception Letter (*Within 30 days from enrollment date.*)
- Signed Handbook Acknowledgment Form (*1st day*)
- Nutritional Form (*1st day*)

If documents are not submitted within the allowed timeframe your child can not attend till documents are completed and submitted.

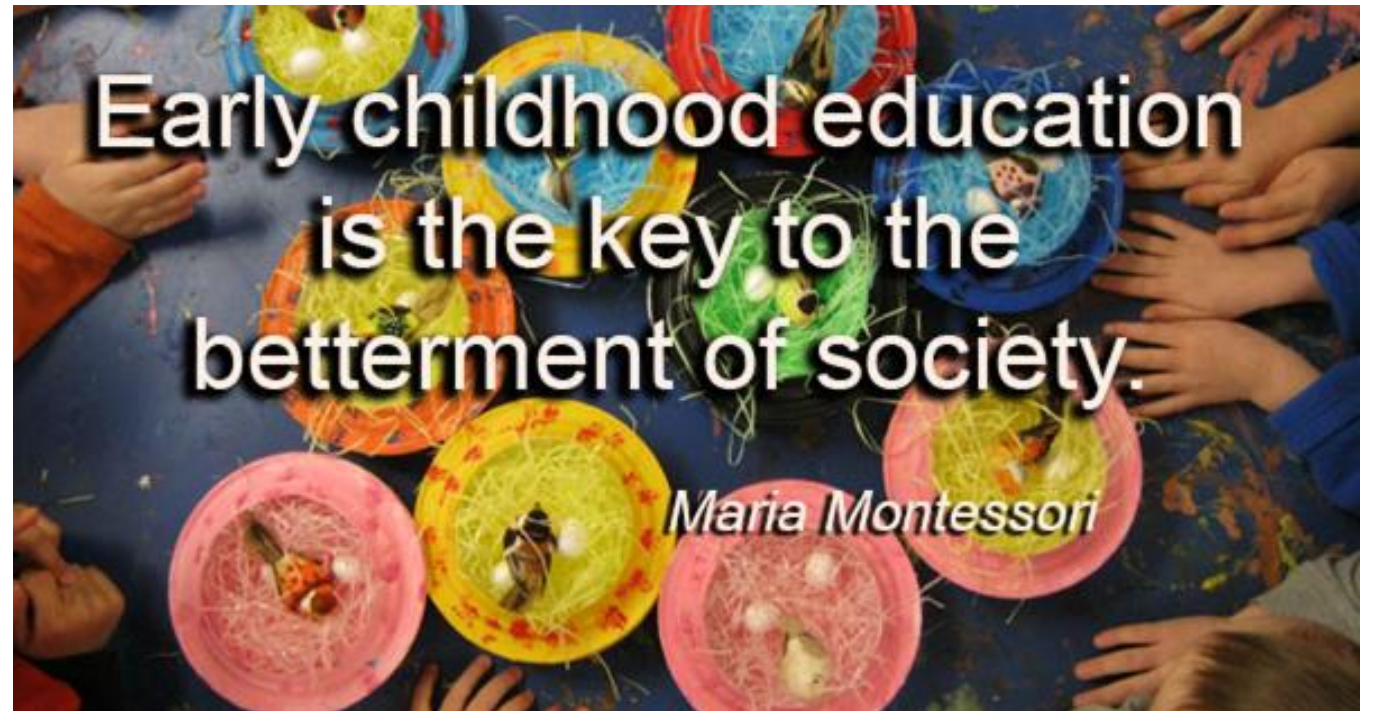




Primary Program

**Overseen by Director of
Preschool:**

preschool@ilimschool.com



Primary Overview

Belongings Needed

- Extra Clothes – Including Uniform shirt, bottoms, underwear/panties, socks.
- **Nap mat (all in one on amazon)**
- Water Bottle
- Lunch (If not ordering school lunch)
- Indoor shoes
- Morning and afternoon snack (Fruit or veggie only)

LABEL ALL ITEMS WITH YOUR CHILD'S NAME.

If your child's is bringing lunch from home, ALL lunch items must be labeled with your child's name and date daily.

Nap Time

Primary children have a Nap/Rest time everyday. (1 Hour)

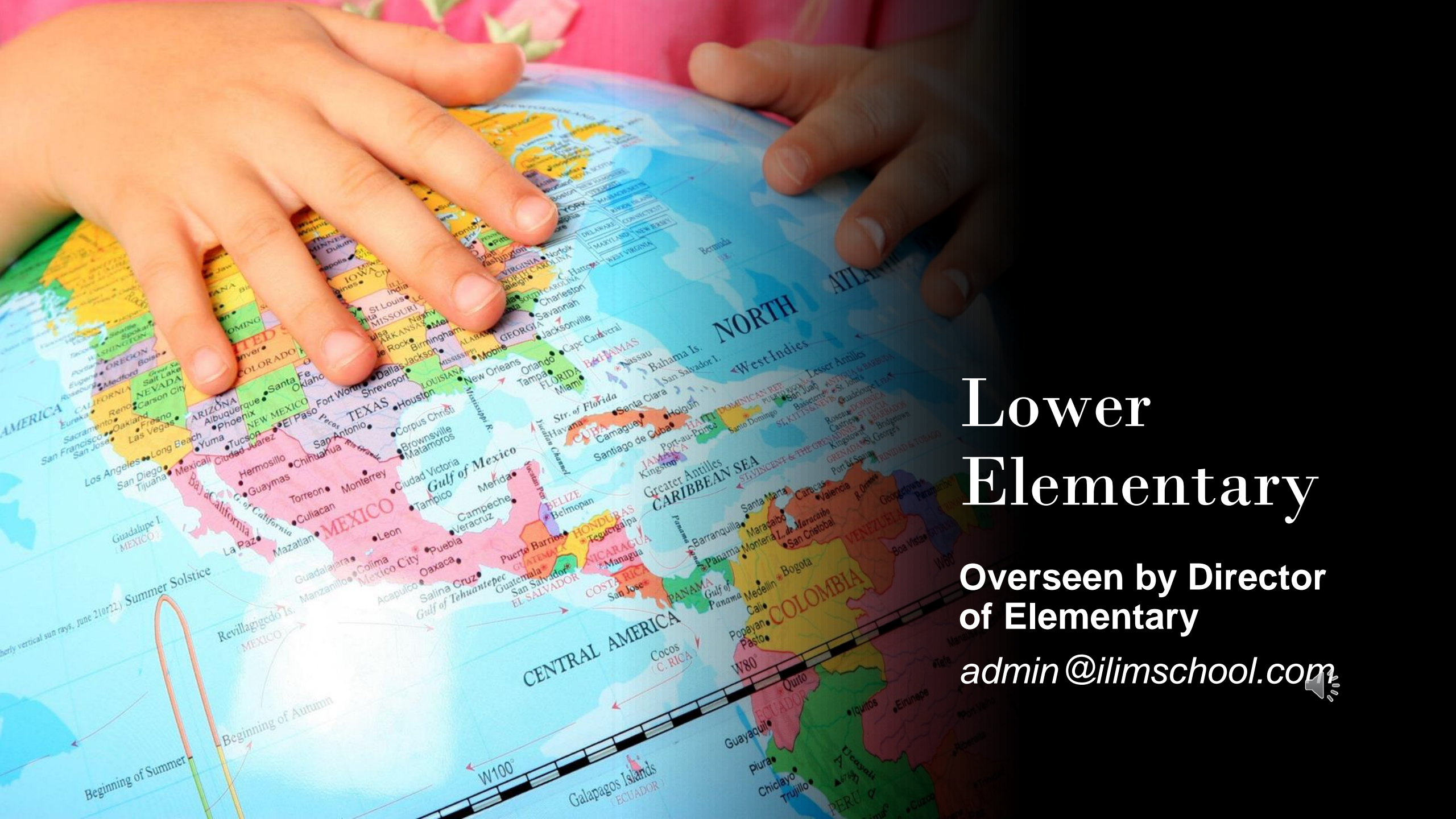
NO stuffed animals, pillows or blankets.

Required Student File Documents

- Student Application (*1st day*)
- Medical *Form* – Completed and signed by both parent/guardian and child's physician (*Within 30 days from enrollment date.*)
- Immunization Records or Exception Letter (*Within 30 days from enrollment date.*)
- Signed Handbook Acknowledgment Form (*1st day*)
- Nutritional Form (*1st day*)

If documents are not submitted within the allowed timeframe your child can not attend till documents are completed and submitted.





Lower Elementary

Overseen by Director
of Elementary

admin@ilimschool.com

Elementary Overview

Belongings Needed

- Extra Clothes – Including Uniform shirt, bottoms, underwear/panties, socks.
- **Optional Nap mat (all in one on amazon)**
- Water Bottle
- Lunch (If not ordering school lunch)
- Indoor shoes
- Morning and afternoon snack (Fruit or veggie only)

LABEL ALL ITEMS WITH YOUR CHILD'S NAME.

If your child's is bringing lunch from home, ALL lunch items must be labeled with your child's name and date daily.

Rest Time

Elementary students have a Rest/ reflection time everyday. (30 minutes)

Transcripts are required from any school your student attended previously.

Standardized testing is required by state for students in the 3rd, 4th and 6th grades.



Payment Information

Tuition & Additional Fees

- Auto Pay: Brightwheel
- To add or remove an additional service: school must be notified a month in advance.
- The school does not add or remove primary payers to the student's account.
- Return or late payments - \$25 fee (*Child may not attend until account is brought current.*)
- *If credit cards are used, all credit card payments are assessed with various processing fees. The school cannot refund processing fees once they have been drafted from the account.*

Late Pick-up Fee

Students picked up after 3:45 pm will be assigned to After Care, and parents will be invoiced accordingly. If a child is picked up after 3:45pm, accounts will be charged as follows (per child): **1st time= warning, any time after is \$2 per minute. If more than 10 early drop offs or late pickups happen in the year, then the before school or After school monthly fee will be charged to the child's account each month for the remainder of the school year.**

Tuition Payment Options

- Tuition is an annual fee
- Yearly Tuition is paid in full.
- 10 monthly installment payments:
Tuition schedule: July 1st – April 1st or August 1st- May 1st. (determined by the school)
- In the event you enroll your student after August 31 your tuition schedule would be from the 1st month of attendance to June 1st.
- Students beginning after September 30 will have a prorated annual tuition. Annual Tuition proration begins October 1. (see proration schedule in parent handbook)



Communication

All teacher/parent or admin/parent communication is done through Brightwheel.

- Teachers/Admin will respond to messages within 24 hrs
- Teachers and admin see student messages.
- At least 2 pictures/observations will be sent each week.
- Additional family members may be added to your Brightwheel to view student's progress.
- Program newsletters are sent out monthly through Brightwheel.
- Parents can schedule quick virtual calls with teachers on the parent portal.
- Please note that it is always best to speak in person or over the phone when dealing with language teachers and major student concerns. We encourage calls and in person meetings when needed.
- Parent- Teacher conferences can be scheduled online through our website: www.ilimschool.com/parents.





Tobacco-Free Policy

N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j)

Safety Requirements for Child Care Centers states that:

- (h) Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.
- (i) Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- (j) The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.



PTO & Volunteering Opportunities

- You can connect with ILIM School's Parent-Teacher Organization (PTO):
ilimschoolpto@gmail.com
- *Volunteer Opportunities* – If you are interested in volunteering for a school event contact a member of our admin team.
- All volunteers are required to have a Criminal Background Check (CBC).



KEY TAKEAWAY

Trust the process, embrace your child's unique development, and know that they are gaining invaluable skills and understanding that will benefit them in the long run.

**Remember: Every child is unique. Embrace their journey and celebrate their progress!



ANY
QUESTIONS?



educational journey!