



STUDENT/ PARENT HANDBOOK

ILIM School
601 N Polk Street
Pineville NC, 28134

Contact

ILIM School APP
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Email

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Hours of Operation

Before-School Program:	7:00 AM – 8:00 AM
Morning Drop-off:	7:50 AM – 8:15 AM
Class in Session:	8:15 AM – 3:30 PM
Afternoon Pick-up:	3:30 PM – 3:45 PM
After-School Program:	3:45 PM – 5:45 PM
Office Hours (Mon-Fri):	8:00 AM – 4:00 PM

Programs Offered

Early Preschool	Ages 2 years - 3 years
Primary	Ages 4 years - Kindergarten
Lower Elementary	1st grade - 3rd Grade
Upper Elementary	4th Grade - 6th grade
Middle	7th grade - 8th grade

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WELCOME

ILIM SCHOOL is where children become global citizens of today and leaders of tomorrow. Everything in our student-parent handbook is designed with the intent to promote and protect your children's process of becoming a global citizen and future leader. We are committed to providing a safe and nurturing environment in which young minds are cultivated, creating a community of learners. We believe in the power of partnership with our parents and families as the child's first educators. Collectively, we can encourage their curiosity and sense of agency to direct their own learning.

Our atmosphere is designed to be one of acceptance, mutual respect, fairness, consistency, clear limits and expectations, and encouragement. A structured, organized, and routine environment led by highly qualified, caring adults with clear expectations and appropriate, positive consequences that supports the whole child.

Our educators' understanding of how children develop socially, emotionally, cognitively, and physically with what they know about each child's interests, abilities, needs, and backgrounds to plan a developmentally appropriate learning environment directed by the students. The activities and interactions provided in this learning environment give children a foundation for the cognitive and social skills essential for academic success.

We, at ILIM SCHOOL, are excited to meet and begin learning with your children. Thank you for entrusting their emotional and social wellbeing and educational process to us. Looking forward to having a great year!

Sincerely,
The ILIM School Leadership Team



MISSION

Mission Statement

To provide children a multi-language immersion student lead based educational experience that allows ingenuity and self-exploration of their unique purpose and contribution to society.

Vision: To produce advanced multilingual children that are independent learners, thinkers, and leaders.

Non-Discrimination

ILIM School is committed to equal opportunity and respect for diversity. The school admits qualified students of any race, color, national origin, ancestry, physical disability, gender, sexual orientation, or religion, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate based on race, color, national origin, ancestry, gender, sexual orientation, religion, or any other status protected by applicable law in the administration of its admissions, scholarships, and loans, and its education and other programs.

ILIM SCHOOL PHILOSOPHY

Human development does not occur in a steady pattern but a series of four formative “planes.”

- The first plane occurs from birth to age six. During this time, children are sensorial explorers. They will often find themselves absorbed with one characteristic in their environment to the exclusion of all others.
- The second plane occurs from age six to age twelve. These children begin to explore the world in abstract concepts rather than depending solely on concrete materials.
- The third plane occurs from age twelve to age eighteen. Children at this age seek to understand the world and their place in it.
- The fourth plane occurs from age eighteen to age twenty-four. As young adults, individuals seek to understand how to contribute fully to their society.

Human beings develop according to their environment.

Dr. Maria Montessori created materials to match the child’s developmental needs. Many of these materials are specific to a Montessori classroom. The child uses this prepared environment to select individual activities which correspond to his/her own “sensitive periods” of interest.

Human beings require the freedom to follow their individual interests while developing within the prepared environment.

When the child is free to follow his/her interests, focused learning occurs. To be free means to be in control of self, not to be controlled by emotions or whim. Children are free to choose their own activities. They are not free to waste their days in aimless activity or idle conversation with their friends. In a Montessori classroom, freedom always goes hand in hand with responsibility.

Classroom Management

ILIM School leadership and staff follow a Constructive Positive Classroom Management Policy

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."

Character and Code of Conduct

ILIM School promotes a safe, healthy and inviting learning environment for all. Students are encouraged to practice self-discipline and consider how their personal choices can impact themselves, as well as their community. Self-control and situational awareness are valued characteristics that contribute to a harmonious learning environment. This code of conduct is designed to provide students, parents and School personnel clear guidelines for expectations of behavior.

Expected student conduct is based upon ILIM School's fundamental, valued characteristics (see also Portrait of a Graduate). This code of conduct is in effect at school, as well as, but not limited to, school-sponsored trips or off-campus and school-sanctioned activities.

- **Lifelong learning:** problem-solving abilities, an ability to find appropriate resources, an open mind, the pursuit of knowledge.
- **Integrity:** honesty, perseverance, personal responsibility for one's actions and choices, care of oneself.
- **Community:** an awareness that one is part of a larger whole and that one's choices and actions have an impact on others; situational awareness and a consciousness of what is happening around oneself; patience for others and oneself; responsibility for others; a contribution to a positive and peaceful School environment.
- **Concern for Others:** an awareness of the needs of others; empathy; appreciation for diversity in all of its forms.
- **Civility:** respect toward others, self, materials and the environment; self-control that prevents one from rudeness or insensitivity toward others; an ability to disagree without being disagreeable; and
- **Leadership:** modeling of good behavior for other students; proactive problem solving; making choices that benefit the larger community.

CURRICULUM

At ILIM School, we believe that education should nurture curious, confident, and compassionate learners. Our curriculum is rooted in a student-centered, developmentally appropriate approach that blends best practices from Reggio Emilia, Montessori, and Project-Based Learning (PBL). We serve students across three developmental stages: Toddlers, Primary, Elementary, and Middle.

The ILIM School academic year is organized around seven core interdisciplinary projects. These projects provide a cohesive thematic structure across all programs—Toddler, Primary, and Elementary—and are designed to promote deep learning through the I.D.E.A method (independence, discovery, engagement, and application).

- **Unified Themes, Differentiated Application:** All students across developmental levels will engage in the same project theme. However, each project will be differentiated to ensure it is age-appropriate and aligns with the specific developmental stage of the learners.
 - ILIM core themes:
 - Travel and Geography
 - Social and Culture
 - Sustainability
 - Health

- Business and Entrepreneurship
 - Community and Service
 - Innovation
- **Developmentally-Aligned Scope and Sequence:** Each program level will have its own scope and sequence, tailored to developmental expectations and academic benchmarks. This sequence guides what content, skills, and concepts are introduced, reinforced, and mastered throughout the year.
- **"I Can" Statements:** Student learning goals will be clearly defined through age-appropriate "I Can" statements that align with academic standards and developmental targets. These statements help students understand, reflect on, and take ownership of their learning.

Core Academic Areas

- **Math Applications:** Conceptual understanding, real-world application, and logical reasoning.
- **M.L.A (Multi-Language Arts):** Reading, Writing, Speaking & Vocabulary in 4 languages:
 - Chinese
 - English
 - Spanish
 - Arabic
- **Self Growth**
- **Collaboration & Team Work**
- **Solutions & Design Thinking**
- **Public Speaking & Presentation**
- **Entre-leadership & Service**

Language Immersion

Students in different programs attend the language classes according to their developmental maturity and readiness for transitions. Early preschools rotate from 1 language class a day. Primary rotate 2 language classes a day and Elementary Students rotate between 4 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 (1 English / 1 Spanish / 1 Mandarin / 1 Arabic); cited among the top 4 languages spoken in the world.

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. All of which help to give a full picture of a child's progress and growth. Observation of the student by the teachers is the cornerstone to effective assessment. Teachers make many formal and informal observations of each student throughout the day. These observations allow the teacher insight into the student's work habits, academic progress, interests and social interactions. Primary level teachers informally guide the work of their students based on observations and record-keeping of individual

lessons. Elementary level teachers conference with the student to review work portfolios and discuss progress, completed work and future goals. Elementary students also keep a work journal to record their school day activities.

Montessori lessons are typically given to an individual or small groups of students. This practice helps the teacher to ascertain quickly how much the student comprehends the concepts presented. Instruction can be differentiated based on the needs of the small group or individual student. Repetition or increased instruction is implemented as needed.

Competency-Based Grading System and Transcript Overview (Elementary Only)

At ILIM School, we are committed to working collaboratively with you to support your child's education. To ensure transparency, we want you to have a thorough understanding of our competency-based grading system and transcript. This system is designed to measure students' progress and determine readiness to advance within the program. Your involvement as parent partners is critical to keeping students on track, fostering accountability, and ensuring they remain engaged in their learning journey.

Grading System Breakdown

Our grading system is composed of five categories, each contributing 20% to the overall grade. These categories ensure a balanced approach to evaluating student performance:

1. **Attendance (10%)**
 - Consistent class attendance is vital for learning and ensures students receive proper instruction and exposure to key concepts.
2. **Practice Assignments (20%)**
 - This includes both in-class and take-home practice assignments. Completing these tasks reinforces concepts taught in class and supports continuous learning progression.
3. **In-Class Participation (20%)**
 - Active participation allows teachers to assess a student's understanding and growth. Grading focuses on effort, attitude toward learning, teamwork, and individual progress. Key areas of assessment include:
 - **Behavior and Social Development:** Evaluation of respect, empathy, leadership, and positive interactions with peers.
 - **Teamwork and Class Contribution:** Observations of group problem-solving, social interaction, and cooperation during group tasks.
 - **Independent Work:** Assessment of focus, task completion, and the ability to work independently without extensive guidance.
 - **Language Use:** Effort to communicate using the target language in spoken and written activities.
4. **Projects (30%)**
 - Students complete 7 projects annually, aligned with thematic learning objectives. These projects provide hands-on opportunities to apply their knowledge and skills. Each project is assessed using a detailed rubric.
5. **Assessments (20%)**
 - Regular end-of-theme assessments measure student progress against established benchmarks. These evaluations ensure students meet the necessary standards to advance in the program.

Academic Expectations

To progress through the program and advance to the next grade, students must maintain a minimum overall grade of 70%. Our curriculum includes key expectations that require students to stay focused and accountable, preparing them for future academic and personal success.

Progress Reports

Communication between teacher, parent and student is essential to understanding the individual learning profile of each student. Parents will receive a weekly newsletter that goes over what the students have or will be doing for that week. This will help parents to see a clearer picture and help support at home. Students do not receive grades or report cards. Teachers meet with parents at the scheduled parent-teacher conferences outlined on the school calendar and are available to provide updates on a student's academic, behavioral and language progress. Parents may request to receive a progress report via email at the conclusion of each Semester.

Moving-Up Readiness

A child's emotional and social maturity, skills in independent learning and academic readiness are key factors to be considered when determining if a student is ready to move up to the next level. This is an ongoing conversation between teacher, parents, and Directors, but the ultimate decision rests with the school, in its sole discretion. Student "Move-Up's" are evaluated in the months of March, and May at the discretion of the school. ILIM School does not retain or "hold-back" students: if it is determined that a student is not ready to transition to the next program, but has aged out of their current program, they will be dismissed from the school. All early preschool are required to do an assessment handled by an internal OT or internal staff. There is a \$50 charge to the parents for this assessment. Ongoing internal OT or academic assessments could be mandatory and assigned to students on SIPS (Student improvement plans), or any child moving up into a new program as deemed necessary by the school. Associated costs are billed to the parents.

Grade skipping: Due to our multi-aged classrooms and individualized student plans, ILIM does not allow for grade skipping after kindergarten. However, ILIM does permit for early kindergarten assessments. If ILIM determines exceptional aptitude as well as social, emotional and developmental advances in a student based on internal and state requirements, then the school in its sole discretion will consider grade skipping. Parents seeking this information should ask the administration for the internal requirements.

Standardized Testing

ILIM School does not actively participate in standardized testing; however, under the state of NC, grades 3, 6 and 9 must have an annual standardized test administered for the year. Testing at ILIM SCHOOL is used as a diagnostic tool rather than a single evaluative measure of a student's progress. Teachers use data gathered from these tests as one indicator of a student's academic development over time. These tests are only one of the many assessment tools available to our teachers. Although we realize the importance that is sometimes placed on these tests, the tests alone cannot portray an accurate picture of the whole child.

Students in 3rd, 6th and 9th grades may be given a national standardized test. Results of all standardized tests are shared with parents and recorded in the student's School record. If students do participate in the opportunity scholarship students will be tested each year from the third grade.

School Trips

Field Trips during the School year are part of the regular Montessori and language Immersion curriculum at the Primary Elementary and Middle School levels. Parents/guardians are notified of upcoming trips off campus. For the safety of all, students participating in field trips must comply with all applicable School rules, all applicable laws and any additional rules applicable to the particular trip setting.

A thorough risk assessment is carried out for any field trip to show how any perceived risk is mitigated. We constantly evaluate everything we do on trips and continuously improve our safety measures if we believe it is necessary. Safety is our

number one priority on any trip and staff and children are fully briefed on roles and responsibilities before leaving the school campus.

Any time in which a child leaves the school for any educational purpose, it is considered a field trip.

Field Trips are educational experiences and the children are accompanied by their teachers to ensure that learning and connections to the curriculum are being made.

We do not allow parents or family members to accompany the children on these events as we aim to foster their independence and allow for an undistracted learning environment.

Enrichment Co-Curricular Programs

The ILIM SCHOOL after-School co-curricular programs are designed to complement the Cosmic Education curriculum and enrich the school experience. Co-curricular activities are available to Primary, elementary, and Middle students at the rates indicated during registration periods. Class schedules may change from session to session based on facilitator availability. Current year schedules and offerings will be communicated via newsletter, Brightwheel or other means.

Parent Education

Open house events, curriculum nights, and educational workshops will be made available to parents throughout the year.

Working with teachers, staff, and other parents help gain insight into our multiple philosophies and learn practical techniques to support your student. Transitions are important, we want to help you and your child make a seamless transition to the Language Immersion Montessori classroom.

SCHOOL POLICIES

Uniform Policy

ILIM School Uniform Policy (Updated)

A daily school uniform is required for all enrolled students. Students must arrive at school dressed according to ILIM School's uniform policy.

Uniform Enforcement:

At drop-off: If a student is identified as out of uniform at drop-off, the student will not be permitted to enter the school until uniform code is met. Parents may purchase a uniform on-site at drop-off, or return home and only return with the student in proper uniform.

During the school day: If a teacher identifies a student out of uniform during class or later in the day (i.e., it was missed at drop-off), the parent will be notified and will have until 10:00 a.m. to bring or supply the proper uniform. If the parent does not do so by 10:00 a.m., the school will provide a uniform and the student's account will be charged.

Uniforms can be ordered through the parent portal: ilimschool.com/parents

Daily Uniform (Required):

- ILIM School collared shirt (must be purchased from the school)
- ONLY Navy blue or khaki pants, skorts, or shorts
- Shorts and skirts must be no shorter than 2 inches above the knee
- Zip-up jackets, button-up jackets, and cardigans are permitted as outerwear year-round

Prohibited Items:

- Hoodies and sweatshirts
- Leggings
- Patterned bottoms
- Ripped bottoms
- Tutus
- Pajama pants
- Any pant that is not the colors of Navy Blue or Khaki
- Sweatpants
- The ILIM logo on any shirt other than the official school-purchased uniform shirt

Layering:

- Layering is only permitted during cooler winter weather, and only for the bottoms of skirts
- The undergarment worn beneath girls' uniform skirts must be white, navy blue, black, gray, or khaki (no patterns, prints, or logos)
- Parents are encouraged to purchase the official ILIM uniform long sleeve shirt rather than layering with an outside shirt
- Coats and rain jackets are also allowed

Spirit Days (Fridays):

- ILIM School spirit shirts may be worn on Fridays with jeans
- Jeans are not permitted Monday–Thursday
- Jeans must be blue jeans only, no rips



- **Outdoor Shoes:** Shoes need to be sturdy, closed-toed with non-skid soles for safety when playing outdoors. Flip-flops or open-toed slippers will not be allowed either outdoors or indoors. Please refrain from sending children in shoes that flash or light up in any way or fashion boots. Examples of acceptable outdoor footwear include, but are not limited to: sneakers, boots, rain boots, boat shoes, etc. Depicted below are examples of acceptable outdoor footwear.



- **Indoor Shoes:** In order to keep mud and dirt away from our carpeted areas, all children are required to bring inside shoes that will remain at School. Elementary children may bring comfortable, closed-toed inside shoes of their choice. They must have rubber soles (as required for fire safety). Here is an option for indoor slippers.

Examples of acceptable indoor footwear include, but are not limited to: Crocs, clean sneakers, etc. Depicted below are examples of acceptable indoor footwear.

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- **Hats and Hair Accessories:** Hats and baseball caps will remain in your child's cubby for outdoor use only. Hair accessories are permitted (examples, but not limited to: bows, clips, hair bands, etc), if they do not impede upon the students' learning . As always, please label everything with your child's name. Electronic watches are not permitted.
- **Backpacks and Bags:** Backpacks and bags are not permitted. With the only exception of Toddler students, who are only permitted to bring an ILIM School tote bag on Mondays (for the transportation of changes of clothes).
- **Labeling Clothing and Personal Items:** All student clothing and personal belongings must be labeled with student name or initials using permanent marker, labels, or other acceptable labeling methods. If a student's clothing/personal items arrive at school unlabeled, teachers will label student items.
- **Winter/Rain Weather Play:** Children will go out to play whenever it is not physically dangerous to do so. We check the precipitation, temperature, and wind chill factor every day during inclement weather. We will enjoy outdoor recess when the wind chill factor is 20 degrees or warmer. All children should be in possession of hats, waterproof gloves/mittens, snow pants, rain boots, raincoats and appropriate footwear for the weather.

Change of Clothes

ILIM School requires that primary and early preschool students are to bring additional extra clothes for accidents in a labeled resealable bag to keep in the classroom which includes the following: shirt, bottoms, socks, and underwear. If a change of clothes is utilized, please wash and return to school. The extra clothing must be uniform shirts and pants.

- Early preschool Students (2 - 3 years): Must bring 3 full changes of clothes
- Primary Students (4- Kindergarten): Must bring 1 full change of clothes
- Elementary Students (1 - 6th grade): Change of clothes optional
- Middle Students (7th-8th grade): Change of clothes (optional)

Potty Training

While we understand that potty training is an integral part of toddler development, to protect the academic time and development in the classroom, we require that all students be potty trained before starting at ILIM School. Students must be able to signal or express their need to use the bathroom. All students must arrive at school wearing dry, clean underwear. Students arriving at school wearing a diaper or Pull-Up will be sent home immediately to change into underwear. Pull-Ups will be permitted during nap time only.

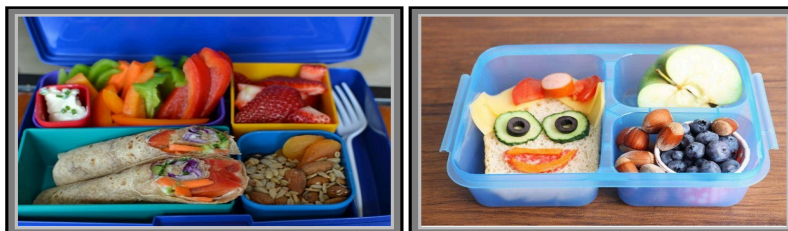
Excessive wetting or soiling indicates that a child is not yet potty trained. In the event that a child is determined unable to indicate/signal the need to go to the bathroom, or maintains excessive wetting/soiling (**exception at nap time**): The family will be required to keep the student home for 10 days or until potty training has been deemed successful.

Students who have more than 3 accidents per week will be required to stay home for 10 consecutive days or until potty training has been deemed successful.

Toys and Personal Belongings

All toys and personal belongings must be left at home. Students at younger ages have a difficult time sharing toys from home and personal items can become a distraction to the other students. The classrooms provide ample materials for the students to work with and explore. Blankets, sheets, and pillows shall be washed weekly and will be sent home on Fridays.

Food and Lunch Policy



Our Lunch and Nutrition Policy is very important to us. Lunch is fuel for both academic and social-emotional success in children. Therefore, ILIM School will strive to do our very best to help fuel our learners with a balanced diet. Our School takes nutrition very seriously, and part of becoming academically excellent, requires great eating habits. Therefore, we believe that a healthy diet is a critical part of a child's development and have consciously integrated nutrition into various facets of our curriculum. We also approach food from a sustainability perspective and are committed to making ILIM a plant-based food facility. Making choices for plant-based eating demonstrates our care for the planet and respect for all living beings.

Healthy Snacks and Lunch

School lunch is posted at the beginning of the school year. You may opt in and out of the school lunch on a monthly basis only at the 1st of each month. You will notify the admin in Brightwheel if opting in or out of the lunch program before the beginning of the next month. Ex. Opting out in May lunch, notification needed by April, billing will stop for the month of May in this example. School lunch will meet all health food guidelines.

All students will need to pack/provide 2 snacks a day.. The snack must be a **whole fruit or vegetable (Apple sauce & Seaweed permitted)** and **separated from lunch via ziplock bag or separate container** . ILIM School provides daily afternoon snacks for Afterschool Care programs.

In the event that the school has to provide supplementary food, due to forgotten lunch or snack or violation of snack or lunch policy, the parents account will be charged a " school food supplement" charge.

In the event of 3+ incidents such as this, there will be a parent conference regarding this issue.

Children are given snacks in the morning and afternoon. Children drink when they thirst. Students are required to bring a water bottle to school every day and may refill them at the school water fountains. Students are not permitted to bring any other drink but **plain water**.

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. We encourage you to involve your child in packing his or her lunch with healthy options. It allows them the freedom and responsibility of choice and direct input, and it contributes to the development of their independence.

Children who are in our *School Lunch* program will still need to bring a snack. We ask parents to pack lunches in line with our guidelines. Children do not share food. If your child forgets his/her lunch, we will contact you to make arrangements. If you must purchase food locally for drop-off, please consider using a neighborhood grocery store. **Do not drop off “fast junk food” lunches for your children.**

We want to implement a proactive policy to ensure the very best diets for our students. Our goal is to encourage healthy eating, so get creative and show your kiddos that eating healthy is good for you and just plain good in general. School lunch will include the same guidelines.

NOTE: Please be sure to let us know of any allergies that your child has, or special accommodations needed for their diet.

NOTE: Once food items are served, portions of leftover food will be discarded. Leftover food will not be re-served, saved and/or sent back home.

Allergies: In the classrooms, teachers have lists of individual food allergies and will ensure that children at risk do not ingest one of these foods

Lunch Check

Every day before class lunch, students that have brought their lunch, will be required to open their lunch so the teachers can examine each lunch. If one of the prohibited food items is found in lunch, the teacher will remove the item, place it in the bag and send it back home with the student at the end of the day with a note. In the event that the school has to provide supplementary food, due to forgotten lunch or snack the parents account will be charged a “ school food supplement” charge.

In the event of 3+ incidents such as this, there will be a parent conference regarding this issue. Based on suggestions from the National School Lunch Program guidelines here are some suggestions to serve as a guide for creating a balanced lunch to support and foster healthy eating habits.

Snack Options	Healthy Lunch Side Options	Prohibited Foods and items as such
Only whole fruits or vegetables Watermelon	Fruits and Vegetables	Flavored Water/Juice and Soda of any kind
Apples or applesauce	Raisins	Candy/Gummies
Seaweed	Trail Mix	Cupcakes/Cakes
Cucumbers	Yogurt	Brownies/ Chocolate Covered items
Oranges bananas	Granola	Cookies Muffins
Grapes tomatoes peppers pickles avocado	Cheese	Kettle Corn
	Crackers	Honey Buns
	Pretzel	Fruit Roll-ups/Fruit Bars/Fruit snack
	Hummus	Cinnamon Rolls
	Chia pudding	Potato Chips

Note: This list is not exhaustive so please check with the Administration if unsure of food choice.

Please avoid or limit food items containing high fructose corn syrup, corn syrup, and sugar. As a guide, it is best to consume foods with less than 10g sugar, 200 mg sodium, and/or 200 calories per serving.

Healthy Food Resources

- <https://www.yummytoddlerfood.com/>
- <http://www.eatingwell.com/recipes/17962/healthy-kids/lunch/>
- <http://www.pinterest.com> (Search healthy snack ideas for kids)

Family Lunch Visits

ILIM School provides a calendar with school hosted family lunches. When posted parents must reserve their spot on the ILIM school website .

Birthday & School Celebrations

To encourage an inclusive environment, birthdays are celebrated in classroom groups. Parents **may not** bring birthday treats to the classroom. Please contact your student's teachers via brightwheel if you are interested in supplying fresh fruit or non-edible goodies for the class.

Our classrooms celebrate each child's birthday. All foods must adhere to the school food/ nutrition policy. Refer to the "Food and Lunch Policy" section of the Handbook.

Private birthday party invitations must be distributed **outside** of school. If you would like to present a gift to ILIM or your child's classroom in honor of your child's birthday, we are always grateful for such support. Please contact your child's teacher for suggestions.

Food guidelines are relaxed for special School occasions such as school festivals or in-class cultural presentations that may include ethnic dishes or holiday treats.

Attendance

ILIM School Attendance Policy

Importance of Attendance

Regular attendance is critical to maintaining the integrity of our program and ensuring that students receive the full benefit of the educational experience. Attendance directly impacts students' understanding of key concepts and their preparedness for assessments. Absenteeism, especially when excessive, hinders learning and can lead to negligence by allowing students to participate in assessments without adequate preparation. This policy ensures that students, parents, and staff respect the program's standards and expectations for academic success.

North Carolina State Attendance Requirements

North Carolina law mandates that students attend school regularly. According to state guidelines, students with **10 or more unexcused absences** may be subject to truancy reporting, potentially leading to legal consequences for the family. At ILIM School, we are committed to enforcing these standards and ensuring all students are present to achieve academic success.

Attendance Expectations

- **Regular Attendance:** Students are required to attend school daily unless there is an excused reason for absence.
- **Tardiness:** Arriving on time is equally important. Frequent tardiness disrupts the learning environment and can accumulate into unexcused absences.
- **Absences:** Absences will be categorized as excused or unexcused based on the following:
 - **Excused Absences:** Absences due to illness (doctor's note required after 2 days of consecutive absences), family emergency.
 - **Unexcused Absences:** Absences without a valid reason or proper documentation will be considered unexcused.
 - **Excessive Excused Absences:** Even if absences are excused, excessive absences can jeopardize the student's ability to complete the grade level adequately. Excessive absences may lead to **academic or critical programmatic benchmark deficits** that prevent the student from moving forward in the program.

Process for Extended Leave

- **Extended Leave:** Families requiring extended leave for family trips or other reasons (more than 2 days) must seek pre-approval from school administration. Failure to obtain approval will result in unexcused absences. Parents will need to fill out the required form and uphold educational requirements.

Consequences for Unexcused Absences and Tardies

To ensure accountability and respect for the school's standards, we have established a phased response to unexcused absences and tardies.

- **Phase 1 (After 3 Unexcused Absences or Excessive Tardies):** A **warning** will be issued, and parents will be notified of the concern.
- **Phase 2 (After 5 Unexcused Absences or Continued Tardiness)**
- A **conference** will be scheduled with the parents to discuss the impact on the student's learning and next steps.
- **Phase 3 (After 7 Unexcused Absences):** A **Student Improvement Plan (SIP)** will be put in place, outlining steps to improve attendance and ensure the student catches up on missed work.
- **Phase 4 (After 8-9 Unexcused Absences):** **Suspension** may be considered if attendance does not improve, as prolonged absenteeism compromises the student's education and preparedness.
- **Phase 5 (10+ Unexcused Absences):** **Dismissal** from the program may be enacted, and the school is required to report the student to North Carolina authorities for truancy.

Partial Day Attendance

For a student to be counted as present for a partial day, they must remain in school for at least half of the scheduled school day, which equates to being present until 12:00 p.m. If a student is picked up prior to 12:00 p.m. and does not return to school that day, it will be recorded as a full-day absence.

Partial days will accumulate over time. Once the accumulated partial days reach the equivalent of a full school day, they will be counted towards the student's total absent days. This ensures accurate attendance records.

Impact of Excused Absences

Even with excused absences, excessive time away from school can result in students missing key academic and critical programmatic benchmarks. **Students who accumulate too many excused absences may be at risk of not adequately completing their grade level** or being able to move forward in the program. This policy is designed to ensure that students maintain a consistent presence in the classroom, which is essential for reaching the necessary benchmarks for academic success.

Respect for the Program

We take attendance seriously because it affects the overall integrity of our program. Allowing students to continue in the classroom or take assessments when they are unprepared due to poor attendance undermines the value of the education we offer. Therefore, this policy not only protects the student but also ensures respect for the program as a whole.

Tardiness

The school day officially begins at 8:00 AM. All students may enter the classroom between 8:00 - 8:15 AM. Students who arrive at class after 8:15 AM are marked "tardy" in the attendance book. If a student arrives after 8:15am, they will be required to wait with their parents until 9:20 am or the next class hour. Once a student has 5 unexcused tardies, the school will take disciplinary action as required by NC state law.

1st offense: Warning message via Brightwheel

2nd offense: Parent admin conference

3rd offense : final warning

If students come after 8:15am, parents will be required to wait until 9:20 am to drop off their student. It is extremely disruptive to the teacher and other students' learning environment.

Being tardy on a regular basis has a significant impact on a child's learning and social/work groupings. It is important that students have sufficient time to organize and settle in before the school day begins. Bringing students to School late is difficult for them as they may have missed important morning announcements and group meetings. Students may also be excluded from certain lessons planned by the teacher if the student is late for the beginning of that lesson.

Young students often have difficulty entering the classroom late and seeing that their classmates have already begun their morning work. For older students, joining ongoing lessons and work groups is often socially awkward and can be academically challenging.

If your child will be absent, please send a notification through your ILIM School APP and email the school administration. In order to protect the integrity of the school's curriculum and vision, we require that parents ensure students are present for their school day. We understand that emergencies and illnesses may occur and ask that a doctor's note be brought in; however, the school has a right to remove a student for excessive absences.

Student Pick up and Dropoff Protocol.

All parents must check in/check out on their parent app or check in via kiosk or school tablet.

Early Preschool and Primary Program students: All parents of Toddler or Primary students must pull into the back gate for the carpool line. You must wait for a staff member to come to your car to bring or take your child. You MAY NOT get out of your car in the carpool line. A staff member will take your child(ren) out of the car and walk them into the school building when students are being dropped off.

When picking up your child, pull into the car rider line and wait for a staff member to bring your child(ren) to the car. DO NOT get out of your car. Unlock your car door and a staff member will put your child(ren) into their car seats. Once your child(ren) is in their car seat and the door is shut, you should pull up to the adjacent parking lot away from the carpool line and do a "Seat Belt check" for your student.

For the safety of the children and staff, please be patient and DO NOT go around other cars. If your child is in your car, wait for the cars in front of you to move before you are pulling away.

Lower Elementary students: Parents will pull up to the front entrance in the carpool line. You must wait for a staff member to come to your car to bring or take your child. You MAY NOT get out of your car in the carpool line. A staff member will take your child/(ren) out of the car and walk them into the school building when students are being dropped off.

When picking up your child, pull into the car rider line and wait for a staff member to bring your child(ren) to the car. DO NOT get out of your car. Unlock your car door and a staff member will put your child(ren) into their car seats. Once your child(ren) is in their car seat and the door is shut, you should pull up to the adjacent parking lot away from the carpool line and do a "Seat Belt check" for your student.

Authorized Drop Off/Pick Up Persons: Children will not be released to unauthorized people without **written notification** from the parent or legal guardian and without having been added to bright wheel as an authorized pick up. Authorized people will still be required to provide identification before we will release your child. Please be patient; the safety of your children is our priority.

Early Pickup: The final EARLY pick-up of the day will be at 2:30 pm. If you are requesting early release and cannot pick your child up by this time, you must wait until the 3:30 pm dismissal time.

Late Drop-Off: No student will be permitted to be dropped off after 1:30PM. (ex. If a student has a doctors appointment that is ends at 1:45PM , they may not return back to school)

Late Pickup: The school must adequately prepare for staffing and ratio settings in afterschool. When families are late consecutively and students are unexpectedly added to after school, it puts the school at risk of being out of ratio and may force the school to pay to provide additional staffing. Therefore Children 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):

- Late pick up after 3:45 / early drop off before 8:00am: 1st time= *warning, any time after is \$2 per minute. If more than 10 early drop offs or late pickups happen in the year, 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.*

Dismissal

ILIM School Dismissal Policy

For the safety of all students during the dismissal process, no adults, including parents, are permitted inside the school building between 3:20 and 3:50 p.m. during dismissal time. If parents need to re-enter the building, they must wait until after 3:50 p.m. and be accompanied by an administrator or teacher.

If a student has forgotten an item, they will also need to wait until after dismissal to retrieve it. This ensures a smooth and safe transition for all students. We appreciate your cooperation in maintaining a secure environment.

Extended Care

Before and After Care is provided as a service for our working families. Before Care opens at 7:00 AM and remains open until the children move to their classrooms at 8:00 AM. After Care begins at 3:45 PM and is open until 5:45 PM. Students may opt in and out of before and after school care on an annual basis only. You will notify the admin in Brightwheel if opting in to afterschool at the beginning of your contract. All students enrolled in After Care receive one snack. If your child requires more, please pack a suitable snack.

All children remaining on campus at the close of 3:30 PM dismissal will be immediately released to After Care and invoiced at the Drop-In rate. Afterschool children picked up after 5:45 PM will be charged a late pick-up fee (see Financial Information – Payment Policy). If a student has more than 3 late pick-ups (after 5:45 pm) they will be suspended from the

afterschool program.

Extended Care Suspensions

At our school, suspensions are implemented with two primary purposes:

1. **Reset for Students and Families:** When incidents or behavior issues persist (3/w), a suspension provides a necessary break. This time allows the student and family to reflect on the behavior and work on developmental skills that may help improve future conduct.
2. **Consequence for Older Students:** For older students, suspension serves as a direct consequence for continued behavior issues, reinforcing accountability and responsibility for their actions.

Suspensions typically range from 10 to 15 days, depending on the severity and frequency of the behavior. During the suspension, clear expectations are communicated to parents, outlining what must be addressed before the student's return. A meeting will be scheduled upon the student's re-entry to discuss progress and strategies moving forward.

School Delays/Cancellations

Families will be notified of school delays/cancellations due to inclement weather or other emergencies as soon as those decisions are made by the administration via the school online portal and the school website. Each parent should exercise his/her own judgment when driving in severe weather. The school will be open when we feel a majority of parents can safely bring their children to School.

Communication

Written Communication to teachers should only be conducted via the school app. Teachers are not permitted to use personal email, personal phones or any other personal device to communicate with parents. Parents are to go through the proper channels of communication. We ask parents to give 24hrs for response to brightwheel messages.

Communication of Changes in Policy & Procedure, and Teachers:

We recognize that change, while not always convenient, is often necessary for growth and improvement. Decisions regarding changes at our school consider four key components: Teachers, Students, State/Licensing/Accreditation Guidelines, and Parents.

To ensure transparency and preparation, we will communicate any changes in policy or procedures that affect parents or students at least one week before their enactment and implementation. This approach allows ample time for understanding and adjustment to these updates, ensuring a smooth transition for our school community.

Communication of Changes in Teachers, Student Schedules & Class Assignments:

Change is a necessary part of maintaining high standards at our school. This includes occasional adjustments to student schedules, class assignments, and teaching staff. In instances where teachers depart or are replaced before the end of their

contract, we will introduce the new teacher one week after their onboarding. This period allows for necessary adjustments and administrative oversight/observation.

Please be assured that all our teachers undergo thorough background checks, interviews, and vetting processes before they start. If you have any concerns regarding these changes or any other matters, we encourage direct communication with our administrative staff for prompt and effective resolution."

SCHOOL RULES

Safety and Security

At ILIM School, student safety is our number one concern and for that reason, our school is a closed campus.

- All exterior doors of the school building are locked at all times but can be used to exit in case of emergencies.
- The main entrance is monitored by a camera and all visitors must sign in at the front desk before proceeding to their destination within the building.
- Parents are not allowed to approach the outdoor environment during the school day (8:30 AM-3:30 PM). Since our staff does not recognize each parent from our school, it is important to check in with the front office first.
- Students are not allowed to leave school grounds without approved adult supervision.
- Parents are expected to closely follow all pick-up and drop-off procedures and follow the directions of the Director and Dean of Academics during this time.
- Fire inspections are conducted with the Mecklenburg Fire Department once a year and Fire Drills are conducted monthly meeting North Carolina regulations. Emergency evacuation routes are posted in each classroom.
- Pineville Police personnel may meet periodically with school staff to discuss the school's emergency lockdown procedures and prepare for such an event.
- Lockdown and Shelter in Place drills are practiced quarterly with ILIM SCHOOL staff during the year.
- Emergency Response and Preparedness Plan (EPR) is located in the Director of Preschool's office, available for review by families at any time. EPR Plan includes: Plans for emergency situations (Acts of nature, intruders, gas leaks, fires, lockdown, shelter in place, etc.), emergency information for all students and staff, allergy information and emergency medication information.

Privacy Policy & Camera Footage

Purpose and Scope

At ILIM School, we prioritize the safety, security, and privacy of our students, staff, and families. Our use of surveillance cameras is intended to monitor the premises for security purposes and ensure the well-being of the school community. This policy governs the handling and disclosure of camera footage to balance transparency with privacy and safety considerations.

Policy Overview

1. Ownership of Footage:

- All camera footage captured on school premises is the property of ILIM School and managed by school administration.
2. Use of Footage:
- Footage will only be accessed and used for:
 - Security monitoring and investigations.
 - Ensuring compliance with school policies.
 - Incident resolution or legal proceedings, as necessary.
 - Footage will not be used for any other purposes without written approval from ILIM School administration.
3. Access to Footage:
- Footage is accessible only to authorized personnel, including:
 - ILIM School administrators.
 - ILIM Security personnel.
 - Legal authorities (if required).
 - Parents, guardians, or third parties are not entitled to access or view surveillance footage to protect the privacy of all students and staff.
4. Disclosure of Footage:
- Footage may only be disclosed in the following circumstances:
 - Upon lawful subpoena or court order.
 - To law enforcement agencies in connection with criminal investigations.
 - When required by state or federal regulations.
 - ILIM School will redact or obscure portions of the footage, if necessary, to protect the identities of unrelated individuals.
5. Privacy Protections:
- Surveillance cameras are positioned to avoid recording areas where there is a reasonable expectation of privacy (e.g., restrooms, locker rooms).
 - ILIM School retains footage for a limited period (e.g., 30-60 days) unless required for an ongoing investigation or legal matter.
6. Retention and Security:
- Footage is securely stored and protected from unauthorized access.
 - ILIM School maintains a detailed log of when footage is accessed, by whom, and for what purpose.
7. Parental Concerns and Dispute Resolution:
- Parents or guardians may submit written concerns regarding specific incidents. These concerns will be reviewed by ILIM School administration, and appropriate summaries or findings may be shared without providing access to raw footage.
 - ILIM School will work to resolve disputes transparently while maintaining the privacy of all involved.

- **Protecting Student Privacy:**
Surveillance footage often includes multiple students and staff. Sharing footage with one family could compromise the privacy and safety of others.
- **Preventing Misuse:**
To avoid misinterpretation, misuse, or unauthorized sharing of footage, access is limited to authorized personnel and legal authorities.
- **Compliance with Laws:**
This policy ensures ILIM School adheres to state and federal regulations regarding privacy, even though FERPA does not apply.

Enforcement and Policy Updates

This policy is enforced by ILIM School administration and reviewed annually to address any changes in legal requirements.

By implementing this privacy policy, ILIM School reaffirms its commitment to creating a secure and respectful environment for all members of our school community.

Background Checks

In accordance with North Carolina law, ILIM SCHOOL conducts fingerprint-based criminal history checks and statewide sex offender background checks on all applicants for employment and current employees who have direct, daily contact with students. In addition, ILIM SCHOOL conducts similar background checks on any parent volunteers who will be spending time with students without the supervision of School personnel. ILIM SCHOOL also checks the driving records of any parent volunteers who will be driving students (other than the parents' own children) for School-sponsored activities.

Conceal and Carry Law

While Conceal and Carry is now allowed in many public and private places in the State of North Carolina, citizens are prohibited from carrying them into public/private Schools or on School grounds, according to 14-269.2 - North Carolina General Assembly b) It shall be a Class I felony for any person knowingly to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearms of any kind on educational property or to a curricular or extracurricular activity sponsored by a School.

In order to keep students safe and to be in compliance with state law, ILIM School displays North Carolina State Police issued signs on school doors to remind those with concealed carry licenses that firearms are not permitted in our building or on School grounds.

Computers, Internet, Electronic Communications and Usage

Access to the Internet enables students to explore many educational libraries, databases, and websites. The intent of ILIM School is to make Internet access available to elementary and Middle to further educational goals and objectives, as necessary. Children accessing the Internet will do so only under the direction of their director and are to only use Internet access as provided in the classroom. While the School makes full use of firewalls, Internet filtering and monitoring software, no Internet security system is without fail. Families should be aware that some material accessible via the Internet may contain items that are inaccurate, potentially offensive, illegal or defamatory. We believe that the benefits to students from Internet access, in the form of information resources, outweigh the disadvantages. While parents are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, ILIM

School faculty and staff will make every reasonable effort to remind your child of his or her role as a responsible digital citizen.

ILIM School may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Students should not:

- Use inappropriate language or images in email, web pages, videos or social networking sites.
- Be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page or any other method.
- Engage in cyber-bullying, harassment or sexting.
- Access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, gaming or sites with sexually explicit or graphic, pornographic or obscene material.
- Carry cell phones/ smartwatches or other personal electronic communication devices on their person; all such items must remain turned off and in a designated space in the administration's office or classroom.
- Access, change, delete, read or copy any file, program or account that belongs to someone else without permission.

The use of inappropriate language, harassment and disrespectful comments in email, text, chat room, on a website or social networking site as long as a student is enrolled at the school, may result in disciplinary action.

Cell Phones and Electronic Devices

Parent Protocol

During observations, meetings, parent nights, drop-off and pick-up, parents are asked to silence or turn off cell phones during classroom observations, conferences, School meetings, and parent night. If an urgent call is expected, the parent is requested to discreetly leave the room. It is truly important during observation to observe and appreciate your child's work. Parents dropping off or picking up children from extended care are also asked to be off of their cell phones so that the extended care personnel can verbally relay any messages or notes about your child, as needed. It is against North Carolina State Law to be on your cell phone in a school zone while operating a vehicle.

Students

Cell phones and Smart Watches are not permitted at school. If needed, students may use the phone in the Main Office at any time with their teacher's permission. If your child does bring a cell phone/smartwatch to school, it will be held in the admin's office and returned at the end of the day. Those students in before or aftercare are to follow the same procedures.

Note: If a staff member sees or hears a phone being used, the phone will be confiscated,, and a parent will be notified.

Other Electronic Devices

iPod, CD Players, other personal music systems and electronic games, Smart Watches, may not be used while your child is on campus. If a staff member sees one of these devices being used, the staff member will confiscate the device and a parent will be notified.

Use of Alcohol and Drugs

ILIM SCHOOL's foundational and primary responsibility is to cultivate in our students the intellectual, social, physical and emotional skills necessary to become healthy, productive members of society. Use of harmful substances such as vaping, tobacco, alcohol and illegal drugs is illegal and inconsistent with the needs of healthy, growing children.

Policy

ILIM School strictly prohibits student use or possession of any harmful substances such as tobacco, alcohol, illegal drugs and related paraphernalia. Any such substances will be confiscated. This policy applies on or around the school premises and at school-sanctioned activities. Supervising adults are required to report offenses to the Director and Dean of Academics and parents will be notified.

Procedure

If a student's demeanor, scent, actions or other behavior indicate that the student may be in violation of the above policy, a supervising adult is expected to report the incident and student to the Director and Dean of Academics. The Director and Dean of Academics, sometimes in consultation with faculty, will determine if the student is in violation of the above policy and administer appropriate consequences, which may involve one or more of the following (not in any particular order):

- Parents will be contacted by the Directors and Dean of Academics or designee to inform the parents of the student's behavior.
- Depending upon the seriousness of the behavior or its repetitive nature, the school may require the parents to seek counseling for the student.
- Depending upon the seriousness of the behavior and its ongoing effect on the student, a formal intervention (described below) may be required.
- Students will be required to amend their behavior and may be suspended for a period of time deemed necessary and appropriate by the Director and Dean of Academics.
- A suspended student will not be allowed to attend school and may also be suspended from particular privileges or trips. The number of days of the suspension will be specified by the Director and Dean of Academics in consultation with the student's teacher. Teachers are not expected to give extra help or makeup work for lessons missed due to a suspension.
- Under certain circumstances, and at the sole discretion of the school, the student may be dismissed from the school.
- Violations occurring on school property may be required to be reported to the North Carolina State Police pursuant to the School Reporting of Drug Violations Act. Documentation of the incident will be placed in the student's file.

Search and Seizure

ILIM SCHOOL may conduct a search of a student that is reasonable in scope, and/or a search of the student's belongings, including personal items, such as bags and backpacks, personal electronic devices and other effects if the school suspects a student may be violating the law or violating a school rule or code of conduct. Cubbies are the property of the school. Students exercise control over their cubbies from other students, but not from the school and its officials. As a result, the Director and Dean of Academics, as well as law enforcement officials, have the right to search cubbies to ensure school safety and the students' welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances, and school and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards.

GENERAL SCHOOL INFORMATION

Parent-School Communication

ILIM SCHOOL is committed to providing timely and effective communication to the members of our community. Valuable information is conveyed via the Parent Handbook, parent education evenings, our online parent portal/app, our website, our Facebook page, newsletters, notes sent by classroom directors and letters mailed through the U.S. Postal Service.

We ask our families to assist us in this effort by familiarizing yourselves with the policies and procedures necessary to operate the school, staying informed by reading all written communication provided by ILIM SCHOOL, and addressing any concerns immediately using the appropriate channels.

All staff members can be reached via the parent app/parent portal and are committed to open and frequent communication. Contact information for the ILIM SCHOOL can be found on the front cover of this handbook. Brightwheel messages will be retrieved and returned within 24 business hours.

Should you have an emergency during school hours, please call the office and speak with an office staff member. **Under no circumstances should staff or faculty members be contacted via personal cell phone, personal email addresses or social media platforms for school matters.**

Enrollment and Re-Enrollment

Enrollment Process

1. Schedule a tour
2. Tour/Visit ILIM SCHOOL
3. Complete an application
4. Observation/Interview
5. Acceptance letter received
6. Complete enrollment packet, including:
 - a. application
 - b. sign enrollment contract
 - c. medical form (completed and signed by physician)
 - d. Submit an up-dated copy of immunization records
 - e. Review ILIM Student/Parent Handbook
 - f. Review and sign Parent Agreements
 - g. Review and sign Tuition Insurance form
 - h. Complete Child Information Questionnaire

All personal information (*Included but not limited to: Application, medical records, immunization record, and parent/teacher conference forms*) contained in a child's file is confidential and kept locked up in the Director of Preschools office. It is available upon request to parents/legal guardians, administrators, teachers (with consent of the parents/legal guardian) and any authorized regulatory agency.

Application for Enrollment

ILIM School maintains an enrollment pool. Parents and guardians should schedule a tour or attend an open house. After this has been completed you will fill out an application on the ILIM SCHOOL website. Prospective families will return the completed application with the non-refundable application processing fee. Accepted applicants, as determined by our Director and Dean of Academics, will be invited to enroll when a placement is available upon the completion of a tour of the campus and a student interview/evaluation. New siblings and their families must complete the admissions process. There

is a one-time New family fee for every new family that applies and is accepted. Once accepted you must present immunization records or write an exemption letter for immunizations.

Enrollment Contract

All families must complete the Student Enrollment Contract. Requests for class assignments, transitions, and sibling placement must also be submitted in writing at this time. Once the initial contract is submitted, students will be considered perpetually enrolled for future academic years unless the Responsible Party submits to the Director and Dean of Academics, in writing, their intention to withdraw by the specified annual opt-out due date, noted in the “Family Perpetual Enrollment Contract” and our Parent Handbook under “Financial Information – Payment Policy”.

Class Assignments

Placements are considered deliberately and with great care, The ILIM School administration and faculty are collaboratively responsible for the placement of children into specific classrooms. The administrative team and primary faculty determine the placement of students and siblings in the toddler and primary and elementary program. The administrative team and faculty are responsible for placing all students. Once placements have been made, the class rosters are considered final.

All parents will be notified of their placement status once class rosters are finalized, which is typically done after the first 6 weeks of school. Occasionally placements can change if deemed necessary by the teachers/ administrative staff.

Program Assessments

All early preschool students are required to do an assessment handled by an internal OT or internal staff before moving into the primary program to determine readiness. There is a \$50 charge billed to the parents for this assessment. Ongoing internal OT or academic assessments could be mandatory and assigned to students on SIPS(Student improvement plans), or any child moving up into a new program as deemed necessary by the school. Associated costs are billed to the parents. ILIM School does not retain or “hold-back” students: if it is determined that a student is not ready to transition to the next program, but has aged out of their current program, they will be dismissed from the school.

Compliance Statement

ILIM School will be in general compliance with the applicable sections of the North Carolina School Code, with relevant case law (including Plyler v Doe), and with 23 North Carolina Administrative Code Part 425.

Birth Certificates

Families should provide a birth certificate to the school upon request. The office will make a copy and return to the family. All other required forms will be provided to families during the enrollment process.

Conflict/ Incident Resolution

It is our intention to work collaboratively with our families to resolve issues and find solutions. Parental concerns relating to curriculum, field trips, classroom management, or incident reporting should be addressed with your child’s director of program and admin first. Parental concerns requiring additional assistance will be handled by the School directors.

It is our goal to model for our community both the value of healthy discussions aimed at finding mutually satisfactory solutions and the peaceful resolution of differences.

Procedures for investigation

1. Parents bring attention to an incident to the directors and admin via message or phone call. (all calls are recorded)
2. Admin will review cameras, interview teachers and students if necessary

3. The school will call or send a message with the findings and solutions for the incident
4. An incident report with the schools findings and solutions is written up and sent to the parents via the school app
5. If a parent needs further assistance or discussion regarding the incident, the parent may schedule an additional conference to discuss

Custody/Access Policy

Parents and legal guardians will be allowed access for orientation, parent education evenings, drop-off, pick-up, observations, parent conferences and all other parent/School interactions unless there is custody documentation on file limiting or otherwise restricting said access. ILIM SCHOOL will not limit access solely at the request of one of the child's parents or other legal guardians. Custody documentation will be kept in the child's file.

Decision Making Process

Circumstances sometimes dictate those changes be implemented in the administration and/or operation of ILIM SCHOOL. These suggestions may come from faculty, staff, parents, board members, or external agencies. The following criteria are in place for adopting administrative and procedural changes:

- All changes are evaluated in relation to child development
- Classroom issues are referred to our faculty for input with our leadership team.
- Administrative and operational issues are decided by the leadership and management team.
- Issues requiring parental input and implementation may result in the formation of an ad hoc committee reporting to the school leadership team.
- Decisions will be communicated to parents in a timely fashion.

Family Directory

The school may share a family directory, which is an internal document that can be provided to our current families to facilitate communication outside of school. Please utilize this in order to coordinate School-related functions, birthday parties, play dates, etc. Contact the office if you prefer not to be included. Please do not use the family directory for any business or commercial solicitations, or personal solicitations not affiliated with ILIM School business.

Media Use of Images

Occasionally, ILIM School will utilize promotional materials and/or receive media news coverage which includes the work of the children. All parents must indicate their Consent in their contract.

Parent/School Conferences

Conferences are an essential component of communication between parents and classroom teachers. These meetings are valuable tools in our continuing efforts to create and maintain productive working relationships that benefit our families and our children. Conferences are scheduled twice a year, in the Fall and Spring. During the conference teachers and parents discuss the progress of the child, any concerns they may have and families have the opportunity to ask questions. At the end of a conference, parents can receive a copy of their child's progress report and/or Parent/Teacher Conference form. Conferences are scheduled very tightly, so please be on time. Our lead staff is also available throughout the school year to address concerns for your child that require immediate attention.

Supplies

Most classroom supplies are provided by ILIM SCHOOL and through the parent materials fee required at the beginning of the school year. Individual classrooms may have specific requests for parent donations, such as a sharing basket. These

needs will be discussed during the orientation process. Due to limited space, children do not bring backpacks unless given special permission by the school.

Religious and Cultural Observances

Different holidays are recognized and discussed with activities that convey the cultural significance of the holiday. ILIM SCHOOL recognizes but does not celebrate holidays from a religious perspective but from a cultural perspective. If a particular holiday or its traditions are important to a student's heritage, and the student would like to share information with other students at school, the student is invited to contact the teacher to make arrangements for a presentation about the holiday and its traditions.

Background Checks

In accordance with North Carolina law, ILIM SCHOOL conducts fingerprint-based criminal history checks and statewide sex offender background checks on all applicants for employment and current employees who have direct, daily contact with students. In addition, ILIM SCHOOL conducts similar background checks on any parent volunteers who will be spending time with students without the supervision of School personnel. ILIM SCHOOL also checks the driving records of any parent volunteers who will be driving students (other than the parents' own children) for school-sponsored activities.

Family Volunteering Policy

At ILIM School, we believe a child's education is most impactful when families and educators partner together. As part of that commitment, each family is required to have at least **one adult representative participate in one school event per year.**

Purpose

Modeling for Children: When students see their parents engaged, they understand that learning and community involvement are priorities.

Contribution Beyond Finances: Time and presence are as valuable as financial support. This requirement ensures every family invests in the school community in ways that go beyond tuition.

Partnership in Education: Active participation demonstrates a family's commitment to being co-creators of their child's educational journey.

Guidelines

Minimum Requirement: One adult representative from each family must volunteer at **one school event per academic year**. Events include cultural programs, fundraisers, classroom projects, or community service initiatives.

Flexibility: Families may choose which event they wish to support, based on interest and availability. Sign-up opportunities will be provided in advance.

Verification: Participation will be recorded by school administration.

Impact on Re-Enrollment: Because family engagement is an essential part of our community, consistent fulfillment of this requirement is **a factor considered in re-enrollment decisions**. Families who actively contribute strengthen both the school culture and their child's educational experience.

Guide to Giving

ILIM Community Partners is a not-for-profit, tax-exempt corporation organized under Section 501 (c)(3) of the Internal Revenue Code. All revenues and operating funds are received from donations, and grants. All donations are tax deductible. There are many ways you may contribute to ILIM Community Partners:

- ILIM Community Partners Annual Fund Campaign – It is the expectation that all families help to raise towards the annual giving goal.
- Unrestricted monetary gifts to your child's classroom.
- Matching gifts – Hundreds of companies will match donations; please contact your human relations department to obtain appropriate paperwork.
- Legacy giving (i.e., wills, living trusts, charitable remainder trusts, etc.)
- Gifts in Kind – These gifts include services such as handyman, carpentry, gardening, etc. These types of donations are always welcomed and appreciated.
- Occasional volunteer opportunities to fundraise will be provided throughout the school year.

New Student Referral Program

New student placement referrals in a full-year program, which includes Toddler through middle, will result in a \$150 towards their student's account, directly to the referring family, after new family enrollment and at least 60 days attendance. Word of mouth is one of our most powerful marketing tools and this program is intended to express our appreciation to those families who are sharing their positive experience at ILIM School with their friends and family.

Program parameters are as follows:

- Referrals thank you gifts are applicable only for families brand new to ILIM School. Siblings and families returning after a lapse in attendance will not be eligible.
- Applicants may identify only one referring family.
- New students must remain actively enrolled at ILIM School for a minimum of 60 School days (approximately three calendar months.)

- There will be no limit to the number of thank-you gifts that the current, referring families may receive.
- Thank-you gifts will be disbursed in December and June, at the close of the semester in which the new child(ren) begins attendance. Employees of ILIM School are not eligible for referral thank-you gifts.

Leadership and Community Service

Fundraising

Students may choose to raise money to support a specific cause or organization. Students interested in doing so must submit a proposal to their teacher and the Director of School explaining the scope and resources needed to conduct an independent fundraiser.

Student Publications

Any student-written publications (newspapers, magazines, movies, etc.), whether hard copy or digital, must adhere to ILIM SCHOOL rules and appropriateness. They must be approved by the Director of School prior to publication. A school yearbook may be available for sale each year to all students and is generally delivered in the spring.

Community Service

Community service is part of the primary through adolescent programs. Each year, students decide with their admin and Director which outreaches they would like to take part in, then take the necessary steps needed to put their plan into action. At times, certain outreaches have been dependent on donations, such as collecting pennies or books. Donations are always welcome in order to support our students with their mission.

Parent Involvement School-Wide

ILIM School dedicates its efforts to serving children and families. The dedication from our parent body serves as the foundation for the school's success. Their gift of time and talent continues to make a significant impact throughout our school. It is without a doubt that this kind of generosity creates a partnership that guarantees success for all the students attending ILIM School now and in the years to come.

As parents, it is important to be informed and keep connected with the school to deepen one's understanding of the school's educational philosophy and how it correlates to child development. We recognize that the educational path at ILIM School is a choice, which is why it's vital to be intentional about the role of being a ILIM School parent. Several opportunities are offered throughout the year in order for a parent to gain more guidance and insight.

As a Multilingual Language Immersion Montessori Reggio and Project based school , we value the parents' role in the child's development. We also understand that it is critical to protect the child's learning environment when away from the parents to help them to develop their sense of self and independence. We believe a child's school should be their safe space and space to grow, learn & flourish outside of their Familia unit. The school arranges annual activities for families to be involved in as well as occasional requests for families to participate in classroom activities regarding culture , reading or participating in an area of expertise that pertains to the unit or curriculum.

ILIM School does not allow parents to sit and just observe their students during their class time or at school, as this can often be distracting for both the child and other students. Lastly we protect the child's immersion environment to ensure true fluency. This requires a great deal of intentionality and ensures that the only language spoken in a class is the target language at all times.

If the parent has a specific issue or would like to gain clarity on a matter, they are encouraged to reach out to the admin and other teachers for a meeting. We understand that when parents opt to join a school and its philosophy, that they are agreeing to all of its policies and processes to ensure the development of the child.

There are plenty of ways to be involved at the school, including;; participating in school activities and events; having lunch with your child; sharing family traditions; donating classroom materials; reading to the class; and helping with school fundraisers.

Cultural Celebrations

At ILIM International School, we embrace the rich diversity of our student body and the unique cultures that each family brings to our community. Our core focus is on celebrating the cultures of the three core languages taught (outside of English) at our school—Arabic, Mandarin, and Spanish. These cultures are celebrated on a larger scale through school-wide events and activities that immerse students in the traditions, histories, and arts of these regions.

However, we also recognize and value the numerous other cultures represented by our students, including African, African American, Jewish, Korean, Japanese, Russian, Ukrainian, Indian, Australian, and many more. To ensure equitable representation and to offer experiential learning opportunities, we provide smaller-scale celebrations and activities that allow students to explore and appreciate these diverse cultures.

At our International School, we are dedicated to honoring the diverse cultural backgrounds of our students and fostering an inclusive community. Our approach to cultural celebrations is guided by the following principles:

1. Core Cultural Celebrations:

As an institution focused on teaching Arabic, Mandarin, and Spanish language, we prioritize the celebration of these cultures on a larger scale. These celebrations are integrated into our school-wide events and activities to immerse students in the languages' traditions, histories, and arts.

2. Representation of All Cultures:

Our school community is enriched by a wide range of cultures, including but not limited to African, African American, Jewish, Korean, Japanese, Russian, Ukrainian, Indian, and Australian. We believe in equitable representation and encourage the celebration of these diverse backgrounds in a manner that is meaningful.

3. Coordination and Engagement:

We encourage families who wish to share their cultural heritage to contact the administrative team or their child's teacher/ relevant program coordinator about coordinating intimate and program/classroom based celebrations and/or engagement. These opportunities provide experiential learning and promote understanding, empathy, and respect among students.

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

4. Classroom and Program-Based Celebrations:

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

- 1. Cooking a traditional dish.**
- 2. Demonstrating a cultural dance.**
- 3. Presenting artifacts and sharing their cultural significance.**

4. Conducting storytelling or presentation sessions about their culture.

Our goal is to ensure that while our core cultural celebrations reflect the languages central to our curriculum, every student's cultural heritage is acknowledged and valued.

Parental Behavior and Support

For the best interest of the child, ILIM School believes that a positive relationship between the school and a student's parents or guardians is essential to the fulfillment of the school's mission. Effective relationships have the founding principles of clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect and a common vision of goals to be achieved.

ILIM School understands and appreciates that parents and guardians may utilize different means to meet the expectations and responsibilities stated in this policy. Nonetheless, ILIM School, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the school, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the school's property that could undermine the authority of the school's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the school community. ILIM SCHOOL may refuse re-enrollment of a student if the school, in its sole discretion, believes the actions of a parent or guardian on or off the school's property makes a positive, constructive relationship impossible, or otherwise may interfere with the school's accomplishment of its mission and/or educational goals.

In order to create the most effective relationship, the school expects that parents will observe the following guidelines:

1. Share in the vision of ILIM SCHOOL.

- Support the mission of the school and child independence
- Support the school's philosophy, policies and procedures.
- Support the school's disciplinary process and understand that the school's authority in such matters is final.
- Be supportive to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the school.

2. Participate in a healthy School community relationship built on communication, collaboration, and mutual respect.

- Support positive attitudes towards the school at home.
- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Help to build and maintain a positive school environment by not participating in or tolerating gossip.
- Support the School through volunteering and attending school events.
- Appreciate the value of the educational experience at ILIM school by making regular and timely school attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Resolve problems through appropriate channels and communication protocols
- Financially support the school to the best of one's ability.

3. Support the intellectual, physical, and emotional growth of the student.

- Be a role model, especially when it comes to behavior at school and at school events.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.

Involvement in Disciplinary Matters

If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved through a school administrator. All disciplinary matters and student issues are handled directly by teachers, administrators and staff. If you need guidance in this, please speak to our directors office..

Parent Code of Conduct

This Code of Conduct was drafted in May 2022 and subsequently reviewed by and ratified by the ILIM School Leadership Team.

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 as set forth in this guide.

Parents are expected to:

- Recognize that children's education is a joint responsibility of the parents and the school community.
- Ensure that their children attend school regularly and on time and that they are collected from school on time.
- Encourage their children to follow the school's Code of Behavior.
- Ensure their children wear the school uniform and adhere to the policy.
- Ensure their children bring only items appropriate and related to the school program.
- Have their children's belongings labeled.
- Inform classroom teachers of any change to collection procedure for their children.
- Provide a Notification Message for all absenteeism or tardiness.
- Help their children learn and practice good behavior and have a positive attitude towards themselves, others, and the school.
- Cooperate with teachers in instances where their child's behavior is causing difficulty to others.
- Attend meetings at the school if requested.
- Follow their Student improvement Plans (SIPS)
- Assist their children with their homework/projects and ensure it is completed.
- Communicate within the required channels effectively with teachers/members of staff in a collaborative manner based on trust and respect.
- Respect all children in the school, not just your own, and we would ask that you embrace all children's unique qualities.
- Read written communication received from the school and respond appropriately.
- Build good relationships with teachers, other parents, and their children's friends.
- Report to the office if coming to the school during the day for any reason.
- Make an appointment beforehand if they need to see a teacher.
- Treat all members of the school community with respect.
- Communicate to the school problems which may affect their child's behavior.
- Be friendly, welcoming, and courteous to those new to the school.
- Become actively involved with their child's school events throughout the academic year.
- Be mindful of conversations that happen on the school grounds and the language used. Only discuss topics that are appropriate to the playground and school environment.

- Appreciate that pupils are excited at the start and end of the school day and ask all parents to be aware of this as they park and drive to our school.
- In case of an emergency (weather, criminal or other), Parents should adhere to instructions given by the school before proceeding to or entering the school for the safety of students, teachers, staff, and families.
- Speak respectfully to teachers and staff
- Parents are expected to abide by any illness-related requests by the Admin team to keep a student at home and not attend school on any given day.
- Trust that the school has the best interests of our students and families in mind. The leadership team recognizes teachers and staff members as responsible for students as a whole and are regularly observed.

Public Conduct on School Property

- Schools are a place of work and learning. Certain limits must be set for parents and other individuals who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The following rules apply to visitors to the school:
- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office upon arrival at the school.
- All parents/visitors must enter at the front door. Access by any other door is prohibited.
- Visitors attending school functions that are open to the public, such as annual parent-teacher meetings, performances, etc., are required to enter through the front door unless otherwise stated by the school leadership staff.
- Bear in mind that teachers are responsible for students during class and cannot leave children unattended to enter conversations during the school day. If a parent needs to meet with a teacher, they should either phone the office in advance or send a note in Brightwheel to schedule a meeting.
- Although office doors may be open, our Admin team is always working. Parents should not barge into Admin's office to discuss a specific issue. They must schedule a meeting with the admin via Brightwheel or email.
- Parents are to direct all initial communication through the proper channels, first your Head of School and admin second the teachers.
- Any unauthorized person on school property will be reported to the Directors or the office staff. Unauthorized persons will be asked to leave. The Police may be called if the situation warrants it.
- Pets are not permitted on the school grounds at any time, and we would ask parents/visitors to ensure any fouling of pets outside the school grounds is removed in accordance with policy.
- The use of bad language is strictly prohibited.
- Parents that attend school with unauthorized people, family members, or friends are strictly prohibited. They must remain in the front until the student is brought to them.
- The taking of photographs and/or filming without permission is strictly prohibited.
- Parents should not disturb the classroom or class time by sitting or observing. They may observe in the front area cameras.
- Parents participating in Storytime or lunch must request ahead of time and leave once the session is concluded.
- No visiting adult has permission to reprimand any pupil that is not their own child on school premises.

- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Conduct Prohibited on or off School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Coerce or try to change school policy for personal gain or comfort.
- Coerce or try to change school processes for personal gain or comfort.
- Disregard or try to encourage other parents or students to change school policy.
- Create confusion, strife, or disdain amongst other parents, staff, or students
- Be involved in any illegal behavior on or off the school campus.
- Intentionally damage or destroy school property or the property of a teacher or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs, or other school activities.
- Lie, Cheat, Deceive or steal.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
- Enter any part of the school premises without authorization or remain in any building or facility after it is normally closed.
- Use inappropriate language in communications with the school
- Aggressively yelling or bantering with staff or other parents
- Obstruct the free movement of any person in any place to which this code applies.
- Violate traffic laws, parking regulations, or other restrictions on vehicles. Parents are responsible for the safety of their own children and those of others.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school functions.
- Loiter on or about school functions.
- Smoking of any substances, i.e., cigarettes, drugs, and e-cigarettes (vaporized cigarettes), on school property is prohibited at all times.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any policy on school property or at a school function.
- Use ILIM school marketing materials, logo, or represent the school without consent

Persons in violation of the Code of Conduct

Any parent, family member or visitor that violates this code of conduct, will have their authorization to remain on school grounds or at any school function revoked, and they shall be directed to leave the premises. Any violation of this code of conduct by parent/ guardian, family member or visitor will also be grounds for immediate student suspension or dismissal.

School/Family Cooperation: A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or

interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School's sole discretion. There will be no refund of tuition where such dismissal occurs and any unpaid balance is payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Contract.

Conclusion: Rationale for this Code of Conduct

We endeavor to set the best example possible for our students, and as parents/visitors, we ask the same of you. By creating a positive, respectful culture, we support our children on their journey as independent lifelong learners in a safe, considerate environment.

FINANCIAL INFORMATION

Payment Policy - Terms and Rates

The entire staff of ILIM School is committed to your child's education for the entire academic term; and as such, we expect full and timely payment of all amounts invoiced. All families are required to set up a designated school account online through our school portal for all tuition payments. Once the Family Perpetual Enrollment Contract is submitted, responsible parties are contractually obligated for the full year's tuition. The Parent must submit the Tuition Reservation Fee, made payable to ILIM School immediately upon contract submission. Parent understands that the Tuition Reservation Fee is earned by the School upon Parent's submission of the Contract and fees to the School and the School's consideration of Student's application. The Tuition Reservation Fee is applied to the last payment of the last month of the school year (June) that your child is withdrawn. The Tuition Reservation Fee is not refundable if the child leaves prior to the end of the school year period of this contract and/or does not follow the proper withdrawal procedures outlined below.

All deposits, tuition payments and fees are non-refundable/non-transferable if an application is withdrawn by the family once placement has been granted. An Annual Tuition Reservation Fee of annual tuition will be due on March 1st of the current School year for the reenrollment of the following school year. If a student has not withdrawn before then, then their deposit is rolled over and applied for the new school year as the " Annual Tuition Reservation Fee" and is non refundable/transferable. All tuition payments are made through an online portal and parent app which is an account you must create and maintain throughout your time of enrollment. Annual payments are due July 1 of each year, or prior to start date, for initial contracts. The responsible party may also elect to pay in 10 monthly installments. Accounts in arrears for 30 days or more will result in student exemption from attendance, until such time as accounts are made current. Responsible parties understand that records will not be released until all outstanding balances are paid in full. No reduction in tuition will be given due to a student's inability to attend school because of illness, vacation, inclement weather, suspension, expulsion, or any other reason.

The Student Enrollment Contract may be withdrawn if ILIM SCHOOL is notified in writing on or before April 15 of the current school year. No deposit or payment refunds will be given if ILIM SCHOOL is notified after April 15th. The Responsible Party must give the Business Manager at least two business days' notice if changes to their online account needs to be updated.

Responsible Parties understand that ILIM SCHOOL may require the withdrawal of any student or decline enrollment of a student at any time in the school's sole discretion, if the school determined the student's behavior is detrimental to the

well-being of other students or the staff, or the student or any parent or guardian fails to follow rules and policies, have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers.

ILIM SCHOOL may further require the withdrawal of a student if tuition or extended care costs are not paid within 30 days of the payment due date. If ILIM SCHOOL requires a student withdrawal, the student's Balance Due will be due at that time.

All due dates for Tuition Reservation Fees and tuition payments and opt-out dates will be communicated by the school administration. Tuition Reservation Fees are non-refundable and non transferable unless admission is denied by the school. All accounts must be current prior to the finalization of the registration process.

Also note:

- Tuition is an annual fee , not a monthly plan
- All payment plans starting after the month of August for tuition will end by June 1.
- Annual Tuition is prorated for all start dates beginning after September 30, starting in the month of October. See chart below

Start Month	Annual Tuition Proration %
October	10%
November	20%
December	30%
January	40%
February	50%
MArch	60%
April	70%
May	80%
June	90%

See example below:

Ex. If a student's start month is November and the original annual tuition amount is \$20,000.00 , your new prorated amount starting in the month of November would be reduced by \$4,000.00(20%) which would bring the new annual tuition to \$16,000.00. The payment installment plan would start in November and end June 1. The monthly installment amount would be \$2000.00 per month

- The school is cashless, and only takes payments via brightwheel app or website
- A multi-student sibling discount of 5% will be applied to the tuition for all second and subsequently enrolled siblings.
- Financial Aid is available, and determinations are need-based. You can access the scholarship/ financial aid application on the admissions tab.
- Monthly payments are required by the family who are wholly responsible for any and all balances

- Payment Plan Options are: Annually, or Monthly (10-Month Installments).
- All Payment plans are required to go through our online platform Tuition Management Service, a third-party administrator.
- The school does not add or remove primary payers to the student's account.
- Before/After Care Payments are accepted via ACH only. These fees will be added to your online account and are billed at the beginning of the month.
- Late pick up after 3:45 / afterschool after 5:45: 1st time= *warning, any time after is \$2 per minute. If more than 10 early drop offs or late pickups happen in the year: 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.*
- 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.

Tuition

Tuition Rates for the school are listed on the school website and in your enrollment contract for the year.

Note: Tuition Rates may go up every 1-2 years to keep up with inflation and operational increases.

Payment Policy – Delinquent Accounts

Parent understands and agrees that a Late Charge of \$45.00 will be added for any delinquent payment (which is defined as a payment not received within 3 days after the due date). Appropriate actions, including suspension of before/after-care privileges or after-school program registration, may be enacted for continued non-payment of outstanding balances. Accounts in arrears for 10+ days may result in suspension of enrollment, until such time as accounts are made current. In the event of default (default being 30 days past due), Parent also agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs, and interest of 3% per month. Furthermore, any account more than 30 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under the Enrollment Contract. When accounts are in arrears, the account may be referred to the school's collection agent and/or counsel for satisfaction.

ILIM SCHOOL reserves the right to engage legal counsel and/or collections professionals to assist with seriously delinquent accounts.

ALL accounts (including tuition, extended care, after-school care, etc.) must be by ACH automatic drafts and paid in full prior to the release of any student records to parents or to other educational institutions.

Please contact the ILIM SCHOOL Business Manager for questions concerning invoicing, payment plans and other financial matters.

Student Withdrawal

Termination Procedures: Parents may terminate the Contract and withdraw by submitting a WRITTEN Termination Notice to the Registrar by the dates indicated below (the Termination Date). The Termination Notice must (a) be dated, (b) state the student's name, (c) provide a reason for the termination of the Contract; and (d) be RECEIVED by the Registrar on or before the termination date.

If such Termination Notice is timely received, parents will be relieved of all tuition paid and other payments and fees that would have come due after the termination date. Even if this contract is terminated pursuant to the terms of this

paragraph, the parent understands that the school will not refund any portion of the Student's Tuition Reservation Fee set forth in Paragraph 2, except as explicitly set forth in Paragraph 2. The termination dates are as follows:

- A. If the student was enrolled by March 1st (prior to the start of the academic year applicable to this Contract), the Termination Notice in form stated above must be RECEIVED by April 15 (prior to the start of the academic year applicable to this Contract).
- B. If the student was enrolled after March 1st, but before June 1st (prior to the start of the academic year applicable to this Contract), the Termination Notice in form stated above must be received by the EARLIER of ten (10) days after payment of the Tuition Reservation Fee set forth in Paragraph 2 OR May 31st (prior to the start of the academic year applicable to this Contract), whichever occurs first.
- C. If the student is first enrolled on or after June 1st (prior to the start of the academic year applicable to this Contract), no termination option is available.

Tuition Payment/Refund Upon Withdrawal

Once a parent/guardian provides ILIM SCHOOL with written notice of their intent to withdraw and terminate their enrollment contract as noted in the In-session Withdrawal paragraph, above, the following shall occur, as applicable:

Further Tuition Payments: If the parent/guardian has not paid the full amount of tuition for which they are responsible (see In-session Withdrawal, above), they shall tender full payment of the balance due and owing within ten (10) days.

Tuition Refund: If the parent/guardian has paid more than the full amount of tuition for which they are responsible (see In-session withdrawal, above), ILIM SCHOOL shall refund the balance of tuition previously paid within thirty (30) days.

Cause of Withdrawal: ILIM SCHOOL understands that from time to time a withdrawal may be caused or necessitated by circumstances beyond the control of the parent/guardian (including but not limited to illness, re-location, suspension, expulsion, etc.). Nevertheless, the responsible parties agree and affirm (i) that they understand and acknowledge ILIM SCHOOL's legitimate and substantial interest in maintaining an adequate understanding and stable expectation of tuition revenues in any given year and (ii) that the tuition responsibility policy outlined in-session withdrawal, above, represents an adequate and acceptable compromise between ILIM SCHOOL's interests and those of the parent/guardian. The parent/guardian further understands and agrees that they shall not be entitled to any refund more than that to which they are entitled, in any circumstance, pursuant to Tuition Refund, above.

Tuition Repayment Plan (TRP) Insurance

Parents have received and read the Tuition Schedule detailing the terms and conditions of the Tuition Refund Plan, which are set forth in a separate document made available to the parent. Participation in the Tuition Refund Plan is required for all installment plan participants. The school strongly encourages annual tuition plan participants to opt for the Tuition Refund Plan. The cost of the plan will be billed in full with the June statement (or if enrolled after June, on the first billing statement). The parent understands that in the event of a student's separation from school, the Tuition Refund Plan will provide a percentage of the yearly tuition (as determined in accordance with the Plan's terms and conditions). The amount paid by the plan will be credited to the student's account. Any overpayment on the student's account will be reimbursed to the parent and any underpayment will be billed to the parent. Any such balance is payable on demand. The parent authorizes the school to process and collect any claim payment to which Parent is entitled under the Tuition Refund Plan and credit it to Student's account, paying any excess to Parent. The school will not process refunds or adjustments to the student's account other than through the Tuition Refund Plan.

POLICIES AND EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONS

Commitment to Respectful and Healthy Relationships

In order to keep ILIM SCHOOL a safe and healthy learning environment for all members of its community, behaviors that are disrespectful of, and physically and/or emotionally harmful to others are prohibited. All members of the school community play vital roles in maintaining these standards and intervening, as appropriate, when they witness behavior that conflicts with community standards.

ILIM SCHOOL expects all members of the school community to treat others with courtesy, respect, and dignity and to interact politely and appropriately. Students should always consider how their communications – whether through words, actions or otherwise – may negatively impact others. All students are valued members of the ILIM SCHOOL community, and we strive to bring others closer together in order to develop lifelong friendships. Therefore, it is expected that all relationships be appropriate and healthy. ILIM SCHOOL aspires to promote this through education and intervention.

With these goals and interests in mind, as well as the legal requirements of the State of North Carolina, the school has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Director and Dean of Academics with any questions or concerns regarding these policies. The school believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

Zero Tolerance Biting

No Tolerance Biting Policy

Our school maintains a **No Tolerance Policy** for biting to ensure the safety and well-being of all students.

1. **Immediate Response:**
 - Any child who bites another student will be separated from the group immediately. The bitten child will receive appropriate care, and the incident will be documented.
2. **Parent Notification and Pick-Up:**
 - The parents of the child who bites will be notified immediately and required to pick up their child from school. The child will not be allowed to return for the rest of the day.
3. **Behavior Review:**
 - After the incident, a meeting with the parents, teachers, and administration will be required to discuss the behavior and to develop a plan for preventing future occurrences.
4. **Reoccurrence:**
 - If biting continues, further actions may include suspension or dismissal from the program, depending on the severity and frequency of the incidents.

Bullying, Harassment, Discrimination, Sexual Assault and Sexual Harassment

ILIM SCHOOL prohibit verbal or physical behavior that constitutes bullying (including cyberbullying), harassment, discrimination, sexual assault, and/or sexual harassment. The administration and staff are committed to promptly addressing behaviors that impede the learning of students or interfere with the experience of other members on-campus.

Bullying, harassment, discrimination sexual assault and sexual harassment are prohibited on ILIM SCHOOL's campus, school vehicles and at school-sponsored events, activities, and off-campus trips. School-owned technology may not be used to

intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if such conduct:

Any conduct or level of engagement (including social media) that (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at the school, or (c) substantially disrupts the educational process or the school's orderly operations may result in disciplinary action.

Shared Language and Definitions

- **Aggressor:** A student or faculty/staff member who engages in bullying (including cyberbullying), or retaliation towards another person.
- **Bullying:** Any severe or pervasive physical or verbal conduct, including communications made in writing or electronically, directed toward a student/staff.
- **Cyber-Bullying:** Use of technology or electronic communication to demean or slander another.
For more information on bullying visit: <http://respect2all.org/bullying-definitions/>
- **Harassment Or Discrimination:** Any behavior that, (a) creates an intimidating, hostile, or offensive environment; (b) interferes, unreasonably, with a student's academic performance.
- **Retaliation:** Any form of intimidation, reprisal or harassment directed against a student who reports misconduct, provides information during an investigation, or witnesses and/or has reliable information about such misconduct.
- **Sexual Assault:** Occurs when a person is forced or coerced into sexual activity without consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of an individual's intimate areas or any contact, intrusion or penetration of another's sexual organs or physical orifices.
- **Sexual Harassment:** A type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a person may interact while on or off campus.
- **Targeting:** Any student against whom bullying, harassment, discrimination, or sexual harassment has been perpetrated.

Note: Bullying is prohibited under the laws of the State of North Carolina. For more information on harassment and retaliation visit, StopBullying.Gov & <https://www.mySchoolmyrights.com/harassment-and-bullying/>

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Bullying
<i>Equal power</i> Neutral	<i>Unequal power</i> Sensitive topic	<i>Equal power</i> Occurs occasionally.	Imbalance of power Occurs repeatedly.
Purpose is to be playful. Build relationships. Comments are funny to both parties.	Purpose is to be upset, excluded. Communication is laced with sarcasm.	Negotiations and options mutually explored. Relationships are valued. Objective is to collaborate to resolve.	Intentional and serious Seeks to gain power. Victim is vulnerable. No remorse. No effort to resolve

Friendly Teasing: One student makes a comment to another that he should turn his/her jersey inside out because his favorite team lost last night.	Hurtful Teasing: Student says to a young girl that she looks chubby in the outfit she is wearing.	Peer Conflicts: Two students have a disagreement on the playground about which one will be the pitcher in kickball.	Bullying: Example 1: One student repeatedly threatens another student that if he walks down a specific hallway he will get "beat up." Example 2: is one student repeatedly calling another student's name regarding his sexual orientation.
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Reporting Complaints

Reports of misconduct should be reported promptly (either orally or in writing) to the Director and Dean of Academics, or to any other administrator or staff member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask an advisor, another adult or their parent to assist. Furthermore, any parent/guardian to whom a report of misconduct has been reported, who has witnessed misconduct, or has relevant information concerning an incident of retaliation, is strongly encouraged to contact a School Administrator immediately.

It is understood that some circumstances merit an anonymous report to ensure school leadership is informed in a timely manner. All reporting to the Administration is kept confidential to the degree in which the law requires.

Factual/Non-biased Reporting

All persons involved in a report or investigation should understand that false or exaggerated accusations can be extremely damaging. ILIM SCHOOL expects and requires factual and non-biased disclosures. Any person who knowingly makes a false accusation of bullying, harassment, discrimination, sexual assault, sexual harassment or retaliation may be subject to disciplinary action.

Reporting and Investigation Protocol

ILIM School is legally bound to investigate all reported allegations. ILIM SCHOOL strives to make all reasonable efforts to complete an investigation within ten (10) School days after the date of the initial report.

The Director and admin or designee will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s) and any other witnesses or parties who have information relevant to the alleged incident. ILIM SCHOOL may consult with faculty, the parents/guardians of the alleged target(s) and/or the alleged aggressor (s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

ILIM SCHOOL may use strategies, such as increased supervision and stay-away mandates as may be appropriate to prevent further misconduct, witness interference and/or retaliation during the course of and after the investigation.

ILIM SCHOOL neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Director and Dean of Academics or designee will make a determination based on findings.

Internal cameras and video footage as apart of internal investigation

Admin have access to live and recorded video footage and may review as part of their investigation of any incidents. Parents **will not** have access to video recordings, footage, or sound bytes, nor will they be shown past footage. This is strictly for the school's internal investigations. If warranted the local or governmental authorities may request such footage as part of any of their investigations, in which, the footage would be turned over.

Notification to Parents/Guardians

Parents/guardians of the targeted student(s) will be notified of the safety procedures and protocols taken to mitigate further risks or retaliation.

In all situations, the amount of information shared by ILIM SCHOOL may be limited by confidentiality laws protecting student and employee records, other confidentiality, or privacy considerations and/or concerns regarding the integrity of the investigation processes.

Maintaining an unbiased investigation is extremely important along with the maintaining of confidentiality and protection of students and staff information; Therefore, unless requested by a court ordered government official ,video footage will never be shared with parents, teachers or outside parties.

Incident Reporting

If a student obtains a minor injury at school, parents will be notified via the Brightwheel app (Examples, but not limited to: small bumps, scrapes, bruises, or minor behavioral incidents). The teachers will send a brief incident report to parents which includes how the injury was obtained and how it was treated. Parents will be contacted via phone call in the case of medical emergencies (Examples, but not limited to: broken bones, severe allergic reaction, head injuries, broken teeth).

Notification to Government Authorities

Inappropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under North Carolina law to NCDHHS, law enforcement or other appropriate government agencies may be notified. At any point after receiving a report of misconduct, including, but not limited to, bullying, harassment, discrimination, sexual assault, or sexual harassment, ILIM SCHOOL is obligated to notify local law enforcement or other government agencies. If ILIM SCHOOL receives a complaint involving students from another School, the School will notify the appropriate administrator of the other School so that both may take appropriate action. This process will enable us to address and resolve concerns, while ensuring a mission-appropriate student body for all our students respectfully and compassionately.

North Carolina requires staff from the Division of Child Development and Early Education to investigate licensed child care centers when there has been a complaint. If you believe that ILIM SCHOOL fails to meet the North Carolina child care requirements, or if you have questions, please call the Division of Child Development and Early Education at (919)814-6300 or 1(800)859-0829.

Child Abuse and Neglect Reporting

Under North Carolina law, all professionals responsible for the care of children (including, but not limited to, teachers, school administrators, etc.) are considered mandated reporters and are required to make a report to the North Carolina Department of Human & Health Services (NCDHHS) (800)-859-0829 when, in their professional capacity, they have reasonable cause to believe that a child under the age of eighteen is suffering from abuse or neglect.

The NCDHHS defines child abuse as the mistreatment of a child under the age of eighteen by a parent, caretaker, or someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical, sexual or emotional. "Neglect" happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter, or other basics for a child.

The fact that faculty and staff may have learned of abuse or neglect through communication that would otherwise be considered privileged does not exempt the faculty and staff's duty to report. Under North Carolina law, the employee is protected from any lawsuit for taking such action.

Behavioral Care and Concern Procedure

Children may experience repeated behavioral challenges in the classroom and either the parents/legal guardians or the classroom staff may initiate the Care and Concern process. It is designed to help us work as a team to enhance and ensure the child's academic success and social well-being. ILIM School will always comply with all federal and civil right laws.

- **Phase One** - Initial Care and Concern Discussion:
This meeting will include the classroom Teacher, an administrator, 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, action plan 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 plan 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 a temporary suspension or the permanent dismissal of the student.

Suspensions

At our school, suspensions are implemented with two primary purposes:

3. **Reset for Students and Families:** When incidents or behavior issues persist (3/w), a suspension provides a necessary break. This time allows the student and family to reflect on the behavior and work on developmental skills that may help improve future conduct.
4. **Consequence for Older Students:** For older students, suspension serves as a direct consequence for continued behavior issues, reinforcing accountability and responsibility for their actions.

Suspensions typically range from 10 to 15 days, depending on the severity and frequency of the behavior. During the suspension, clear expectations are communicated to parents, outlining what must be addressed before the student's return. A meeting will be scheduled upon the student's re-entry to discuss progress and strategies moving forward.

STUDENT HEALTH SERVICES

Student Health

Parents are encouraged to carefully assess student health each morning and determine if the student is well enough to attend school.

Sick Policy

Children who are ill should recuperate at home.

We view any illness that disrupts students' day or interferes with their daily activities as a reason to recover at home. We DO NOT issue medication at school of any sort. We may only give emergency medication if needed. (ie. Epi-Pen, Inhaler (with active asthma attack or trouble breathing)

24 HRS-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
(**Ex. If your child goes home on Monday for cough and fatigue, they would not be able to return until Wednesday**)

48 HRS-Children must be free of vomiting and diarrhea for 48 hours before returning to school.
(**Ex. If your child goes home on Monday for diarrhea or vomiting and did not vomit or diarrhea any other day, they would not be able to return until Thursday**)

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. Additionally, if your child has **excessive nasal dripping or drainage**, we will also ask that you pick up your student immediately.

If a student displays signs of any of the above symptoms, we will ask that you pick up your student Immediately, but no later than 1 hr from when the school contacts you. We ask you to be considerate not only of your own child's health but also that of the other children and the staff. Your child may be removed from the classroom, at the discretion of the leadership team, to help prevent the spread of illness and contagious diseases. Please ensure all contact information is updated if your child becomes ill while at school.

Please see the section "Health and Safety Action Plan and/or Procedures" under the COVID-19 section.

It is not uncommon for students first entering school to be susceptible to contracting many different illnesses. Eventually, they seem to build up immunity and be less vulnerable to contagious illnesses. If your child develops a contagious disease such as, but not limited to, chickenpox, strep throat, scarlet fever, hand-foot-mouth disease, or COVID-19, please contact the Main Office so that we can let our staff know and properly prepare.

Reporting of Illnesses

Illness among children is very normal and even necessary in the building of a healthy immune system. However ILIM school requires all families to report sickness of students to the admin. Parents are not required to report to other families or teachers. The admin will determine next steps for the sick child. In most cases, if this is an isolated event, the admin may instruct teachers to sanitize, however will not share the child's illness to families (this includes contagious illnesses). In the event the admin discovers an outbreak (multiple students exhibiting same symptoms or illness, the admin may notify families of the illness spread, and encourage additional steps to ensure the halting of the spread.

Health Records

ILIM SCHOOL has adopted a first-day exclusionary policy as required by the North Carolina State Board of Education. **All required Health Examinations must be turned in prior to the child's first day of school.** Failure to provide the required documentation will result in the child being held out of class until such time as the paperwork is submitted.

The Health Records Program at ILIM SCHOOL is under the direction of the Mecklenburg County Public Health Department. For students attending school programs where grades are not assigned, health examinations with immunizations or exemptions letters are required to be completed prior to the date of entry to the school.

Dental exams are required by law for children entering Kindergarten, 2nd, 6th and transfer students.

Eye exams are required for children entering Kindergarten, 8th, and North Carolina Schools for the first time.

The school may conduct school or program wide vision, hearing, speech and occupational screenings. When screening tests indicate concerns, parents will be notified so that the family may follow up with the family doctor.

State and County Guidelines for health records are as follows:

- All public and private schools are required to maintain up-to-date health examinations for currently enrolled children.
- All exams must document immunization history or be accompanied by immunization records, or an immunization exemption, in writing. All exams must be completed by a licensed dentist/physician.
- Medical History must be completed and signed by the parent. The physician is required to sign and date physicals upon completion.
- Medical/Religious Exemption: If someone attending the school has been diagnosed with a vaccine preventable disease, any child that is not vaccinated or current on their vaccinations is not allowed to attend till any or all cases are cleared from ILIM School.

Information on physical and immunization clinics can be obtained by calling the Mecklenburg County Department of Health Center (704) 336-6500.

Medications at School

For the protection of all students, no medication can be sent to school with any student. Please do not send medication of any kind (including Motrin and Tylenol) in a student's lunchbox.

A student 8 years or older may carry and self-administer their medication during school hours as follows:

- Asthma Inhalers when authorized in writing by the student's health care provider and the parent/guardian.
- Epinephrine Auto-Injector ("Epi-Pen") to treat life-threatening allergies – when authorized in writing by the student's health care provider and the parent/guardian; and
- Diabetes Testing devices and Insulin when authorized in writing by the student's health care provider and their parent/guardian.

Head Lice

It is the position of the American Academy of Pediatrics that the management of head lice should not disrupt the educational process. Lice are not a major health problem since they do not transmit diseases or cause permanent problems. However, ILIM SCHOOL understands the unpleasantness of the condition and the appeal of limiting its spread across the school community. ILIM SCHOOL therefore has a "no nit" policy.

Students with any nits will be sent home. A parent will be contacted by phone and written information will be sent home with grade-level students.

It will be at the discretion of the Director of Students whether to check other students in the whole classroom.

In all cases where nits have been found, the student must be treated before returning to ILIM SCHOOL the following day. The Director of School or Dean of Academics must evaluate the student before the student returns to the classroom. All nits must be removed by the seventh (7th) day following treatment if the student is to remain in school.

Emergencies

ILIM SCHOOL will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when ILIM SCHOOL is unable to reach the parents/guardians or designated emergency contacts, ILIM SCHOOL will determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to a nearby hospital emergency room and at least one parent will be notified immediately.

Parents are expected to keep emergency information up to date by calling the main office. Please remember, it is most important that your current home, work and cell phone numbers, especially for other caregivers listed on your student's profile, be current.

STUDENT SUPPORT SERVICES

Special Needs

It is our goal to meet the educational and developmental needs of all our students. ILIM SCHOOL does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. ILIM SCHOOL shall provide an appropriate Montessori/Reggio education and necessary related services to all children with unique and special needs to the best of our ability, as will meet the educational and developmental concerns of each individual child. Maintaining a students' IEP is the responsibility of the parents/guardians. ILIM SCHOOL uses documentation as one piece of the child's educational portfolio and may, at times, ask parents for updated progress from professionals.

If it is determined by the Director of School and Faculty, in partnership with the student's parents or legal guardians, that ILIM is not capable of meeting the educational and developmental needs of the child, parents will be informed of this determination and options for a more suitable and appropriate educational environment will be discussed.

Confidentiality

Members of the ILIM SCHOOL community commit themselves to maintain appropriate professional etiquette and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Director of School, appropriate administrators, outside professionals, law enforcement officers, parent/guardians or others when there is a compelling reason for doing so, including, but not limited to, cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is a concern about an individual's ability to function academically, emotionally, physically and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

COVID-19 / Pandemics

Health and Safety Action Plan and/or Procedures for Pandemic; based on state/federal government requirements. ILIM will follow government recommendations and mandates, these requirements may change throughout the year.

COVID-19 SYMPTOMS and COVID-19 CASES in SCHOOL

ILIM School follows the traditional school sick policies and procedures for all viral and bacterial infections including COVID-19, unless the state mandates or declares a state of emergency.

Appendix A :Shaken Baby Syndrome Policy

ILIM School believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers. Communication

Staff

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.

- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement
- The child care facility shall keep the SBS/AHT staff acknowledgement form in the staff member's file.

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the SBS/AHT parent acknowledgement form in the child's file.

Procedure/Practice Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head. Responding to:
- If SBS/ABT is suspected, staff will Call 911 immediately upon suspecting SBS/AHT and inform the director of all the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR4. Reporting:
- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Prevention strategies to assist staff in coping with a crying, fussing, or distraught child Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:
 - Rock the child, hold the child close, or walk with the child.
 - Stand up, hold the child close, and repeatedly bend knees.
 - Sing or talk to the child in a soothing voice.
 - Gently rub or stroke the child's back, chest, or tummy.
 - Offer a pacifier or try to distract the child with a rattle or toy.
 - Take the child for a ride in a stroller.
 - Turn on music or white noise

In addition, the facility:

Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children and provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

This information was gone over with me and I have read and understood the above.

Printed Name: _____

Date Received: _____

Employee Signature: _____

Date Reviewed: _____

Appendix A: Tobacco-Free Policy for North Carolina Child Care Centers

Purpose/Belief Statement

We, ILIM School, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors. Background Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

Applicable NC Child Care Laws/Rules

N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

- 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.

- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practice

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free child care facility policy.

Communication

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

*Staff**

- All current staff members and newly hired staff will review the Tobacco-Free Policy before providing care for children.
- Staff will sign an acknowledgement form that includes the individual's name, the date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The child care facility shall keep the signed Tobacco-Free Policy staff acknowledgement form in the staff member's file.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.

- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement

- The child care facility shall keep the signed Tobacco-Free Policy parent acknowledgement form in the child's file.

** For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.*

Enforcement

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

- "Premises" – the entire child care building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.

- "E-cigarette" – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, epipe, or under any other product name or descriptor.

- "Off-premise activity" – any event sponsored by our facility that is not on the child care facility premises, including but not limited to field trips and educational or entertainment activities.

- "Smoking" – The use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.

- "Tobacco product" – Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The North Carolina Quitline 1-800 QUIT-NOW (1-800-784-8669) offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See <http://www.quitlinenc.com>.

References

- NC DHHS Tobacco Prevention and Control Branch,
<http://tobaccopreventionandcontrol.ncdhhs.gov/smokefreenc/>
- Caring for Our Children 3rd Edition, Standard 3.4.1.1: Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs
<http://cfoc.nrckids.org/StandardView/3.4.1.1>
- Caring for Our Children 3rd Edition, Standard 9.2.3.15: Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances <http://cfoc.nrckids.org/StandardView/9.2.3.15> Effective and Review

Dates Effective Date: 8/1/2023

Appendix A: Handbook Receipt and Acknowledgement

This handbook may not include all ILIM SCHOOL policies and procedures. For information regarding a topic that is not covered in this handbook please call the School Leadership Team via the ILIM school portal / app.

ILIM SCHOOL Handbook Acknowledgement

By signing this, you acknowledge that you have received the ILIM School handbook and it was discussed with you.

Topics reviewed:

- School Operational Policies
- Parent code of conduct
- Shaken Baby Syndrome & Abusive Head Trauma Policy
- Summary of NC Child Care Laws & Rule
- Discipline/Behavioral Policy

Please sign below

Enrollment Date: _____ Date Received: _____ Date Reviewed: _____

Student Name (Printed): _____

Parent/Guardian/Other Signature: _____

Date Signed: _____

