



PRIMARY HANDBOOK

2018-2019

*“Individualized Learning
in a Prepared Environment”*

1403 Regency Drive East
Savoy, IL 61874
(217) 356-1818

www.montessorischoolofcu.org

WELCOME to the Montessori School of Champaign-Urbana! We hope the experience your child has here will provide a good foundation and climate for understanding and appreciating the world as he/she encounters it now and in the years to come.

This handbook is designed to serve as your guide to the programs and policies of our school. Please keep it handy for reference throughout the year.

THE SCHOOL

The Montessori School of Champaign-Urbana (the "School") is owned and operated by the Montessori Society of Champaign-Urbana (the "Society"). The Society is a not-for-profit corporation composed primarily of the parents whose children are enrolled in the School. The Society is non-discriminatory in its membership, and the School is non-discriminatory in its enrollment and hiring practices.

The School uses the principles and philosophies developed by Dr. Maria Montessori, an Italian physician and educator. A statement of Montessori philosophy can be found at the back of this handbook. Special education services are not provided by the School, but arrangements can be made to work with a specialist or consultant provided by the parents.

ORGANIZATIONAL STRUCTURE

The Board of Directors is composed of at least ten volunteer members, and is the governing and policy-making body of the School. All but the Treasurer are elected by the Society from its membership. Board members serve three-year terms, with approximately one third of the members being elected each year.

The administrator of the School is hired by the Board of Directors and handles the day-to-day operations of the School. The administrator is responsible for hiring assistant teachers, full day program teachers, and all support staff of the School. The Board of Directors, with the assistance of the administrator, hires the Montessori directresses.

BY-LAWS

Copies of the By-Laws of the Society are available upon request in the School office.

THE PROGRAM

The Montessori program is designed as a three-year program to achieve full benefits. During that critical third year, when a child is about five years old, the transition from the physical world where the child can develop motor skills and senses with self-teaching and self-correcting materials, into the abstract world of ideas and concepts usually happens. Many Montessori educators call this the "explosion into learning" when all the learning absorbed by the child during the previous years of training suddenly fits together, makes sense, and the child begins reading, writing, doing math, and showing other spurts of intellectual growth.

CLASS STRUCTURE (8:30 a.m. – 11:30 a.m.)

Each Montessori class is composed of approximately twenty-one children in a multi-age group of 3, 4, and 5-year olds with a Montessori directress and an assistant teacher.

The kindergarten and extended Montessori classes from 11:30 a.m. to 2:30 p.m. are each composed of approximately twenty-one students with a Montessori directress and an assistant teacher.

The afternoon Child Care classes have approximately twenty-one children with a Montessori directress and an assistant teacher. Children enrolled in the Morning Montessori and Full Day program are provided with a nap or quiet rest each afternoon.

PARENT EDUCATION AND PARTICIPATION

All parents whose children are enrolled in the School are expected to become familiar with the Montessori Method by reading, visiting the School, attending open houses and attending at least one of the two parent education meetings held in the fall. A child will benefit more if the Montessori approach is carried

beyond his/her hours at the school. Parents of children in their first year at the School are expected to attend.

Parents are expected to spend time during the year volunteering for the School. Some opportunities include making learning materials, caring for the building and grounds, providing refreshments for School functions, listening to readers in the classrooms (following a training session), helping in the School office and library, and serving as a member of the School's Board of Directors. Please be sure to turn in your volunteer skills survey to indicate your preference concerning service to the School. As a non-profit, parent-operated school, we rely heavily on the participation and skills of parents.

TUITION AGREEMENT

All parents are required to sign a tuition agreement. The agreement, which must be signed by either parents or the custodial parent and returned to the School office, obligates the parents to pay the tuition monthly in the amount specified. Parents are encouraged to read the agreement carefully and to ask questions regarding anything that is unclear before signing.

Please refer to your tuition agreement for your tuition rate. Payments are due the first of each month beginning in September. The School does not send statements or invoices for tuition. Payments not made by the 10th of each month will be subject to a \$25 late fee.

LATE CHARGES

There are late charges for children who are left at the School after the time that their program ends. The charge is \$1.00 for each minute. In case of emergency, the office must be notified to avoid the late charges.

Our School opens at 7:30 a.m. and closes at 5:30 p.m. Please respect our staff by making sure your child is picked up by 5:30 p.m. Late charges begin after 11:40 a.m., 2:35 p.m. and 5:30 p.m.

If a child remains at the school after closing, a staff member will attempt to reach all parties listed on the Emergency Care Form. If no one is available to retrieve the child, the police and/or Department of Children and Family Services will be contacted. Please keep your emergency numbers current!

ACCIDENTS AND MEDICAL EMERGENCIES

Minor accidents are handled by staff members using basic first aid techniques and written accident reports are given to parents at the end of the day. The School does not administer medications or ointments as first aid treatment.

If a child is involved in a major accident or medical emergency, every attempt will be made to contact parents. If such attempts fail, the child, with his/her school folder will be transported to a health care facility. The child will be accompanied by a staff member who will remain with the child until a parent or guardian arrives.

ADJUSTMENT TO SCHOOL

Adjustment is a gradual process. To help each child transition into a school environment parents and teachers should consider factors like the child's age and previous experience away from family. We recommend a consistent daily schedule throughout the year and on time arrival so that your child can participate in the beginning of class with classmates. This settling-in time promotes community spirit and provides for a more positive start to the day for your child and his/her classmates. We also encourage children to enter the building and the classroom independently from parents.

ALLERGIES AND ASTHMA

Parents are directed to fill out the emergency information card presented with other enrollment documents at the start of each new school year. This form must be returned to school prior to the first day of class. If allergies are life-threatening or severe, parents must fill out an Allergy Action Plan available in the main office. Due to peanut and nut allergies, do not bring any food to share that contains nuts or peanuts. Oily nut residue is easily spread from hand to hand, and around school surfaces such as lunch tables and educational materials. This policy is designed to minimize the risk of severe allergic reactions, to prepare faculty and staff to

deal with allergy emergencies, and to minimize anxiety on the part of all students, faculty, and staff around the issue of food allergies. Specific measures include:

- a) No nuts or nut products are knowingly served by the school.
- b) Children are instructed not to share food.
- c) Hand washing before and after meals and snacks is part of the daily routine
- d) Tables will be washed after snacks and meals. This is the teachers' responsibility in classrooms or any other schoolroom where food is eaten.
- e) Parents of children with life-threatening allergies must provide the school with a written medical treatment protocol for their child, as well as any medication prescribed by the doctor.

Parents of children with severe allergies are made aware of policies and protocols. A copy of our Allergy Action plan is available in the front office. The Carle Food Allergy Education Program trains all staff to recognize and treat severe food allergies.

ARRIVAL

Montessori classes begin promptly at 8:30 a.m. **To avoid disrupting the class, please be sure your child is on time for class.** A very important part of the day is the "line time activity", which often occurs at the beginning of the Montessori class. If you are using the drive-up and drop-off, say a friendly "good-bye" one time and leave your child in the care of the staff member meeting the cars, so that we can clear the circle drive as quickly and safely as possible.

Arrival time for the morning Montessori program is at 8:25 a.m. -8:40 a.m. We are not able to accommodate children other than those in the child care program before 8:25 a.m. In an emergency, you may be able to make special arrangements by contacting the school office.

If your child is enrolled in the child care program and is arriving before 8:25 a.m., please escort him/her to the Bird room. Say a friendly "good-bye" one time and leave promptly. Lengthy good-byes may make the transition more difficult. Please have confidence in our ability to handle the situation if your child is upset.

During morning playground duty for the summer session, teachers must be attentive to the children, so please limit your conversations with on-duty staff to urgent information. You may make arrangements for further discussion at a later time.

DROP OFF AND PICK UP PROCEDURES

ALL cell phone use is prohibited in a School Zone! This includes hands-free devices and headsets.

We strongly encourage use of the circle drive drop off system for all children due to arrive at 8:30 a.m.

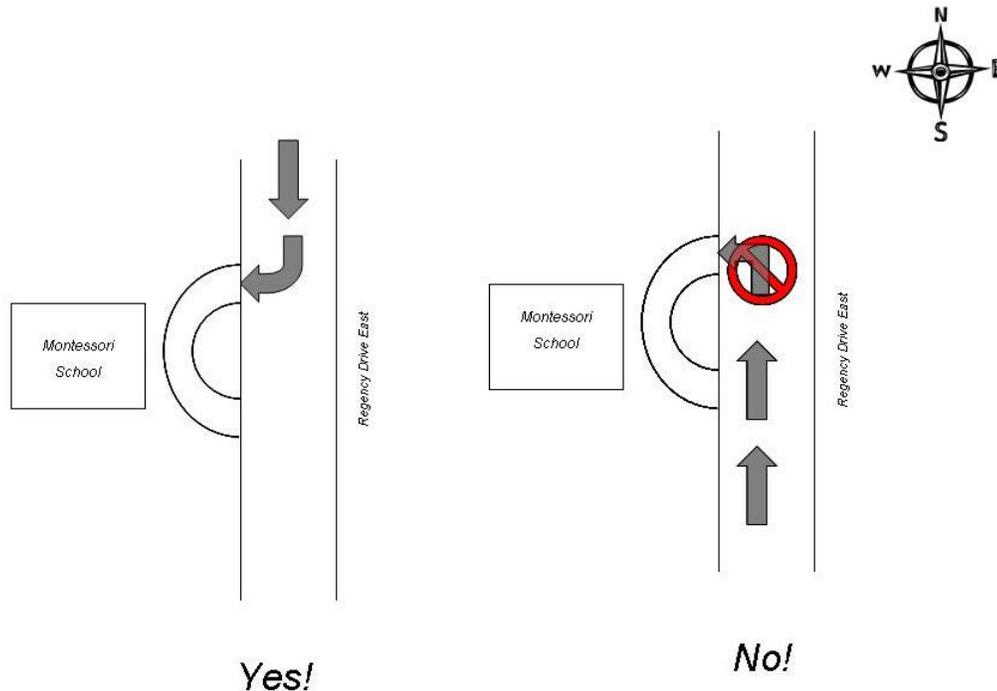
Before 8:25 a.m.	Please park along the street curb and bring your child into the building. Use sidewalks. Please do not walk through the parking lot and driveway. Do not park in the curved driveway
8:25 a.m. - 8:40 a.m.	DROP-OFF – circle drive -- Enter the north end of the curved driveway in front of the School. Pull up behind the car in front so that two cars may fit under the overhang. A staff member will assist your child from your car
11:25 a.m. - 11:40 a.m. or 2:25 p.m. - 2:35 p.m.	PICK-UP – circle drive. Please clip your child’s name card to the back side of the passenger visor so that the name is facing out the window and enter the north end of the curved driveway. Please enter only from the north traveling south on Regency Drive. Do not enter from the south because this will cause traffic backups. If you need to come into the building, park on the street, come into the building, and notify the staff that your child is leaving.
ALL OTHER TIMES	Please park on the street and come into the building. Do not park in the curved driveway. Notify the staff that your child is leaving.

Due to state laws, all students are required to use a child safety seat or booster seat, as applicable. To maintain an efficient and safe pickup process, we encourage you to drive onto the street after picking up your child and securing them into their booster seat.

MSCU asks that you follow the guidelines below to improve child safety during busy Pick-up and Drop-off times, and to minimize the school's impacts on its neighbors. We do not want to create congestion on Regency Drive in front of the school, as this is dangerous for children crossing the street and may annoy local residents. Following these guidelines will minimize congestion and make Pick-up and Drop-off times as safe and efficient as possible.

- (1) **All drivers should approach the school and enter the circle drive from the north, as shown in the diagram below.**

Approaching from the south and making a left turn into the circle drive or parking lot creates congestion that is dangerous for children crossing the street. It may also annoy local residents, which causes problems for the school. Please only enter the circle drive or parking lot from the north.



- (2) **When using the circle drive, please stay in your car.**

MSCU encourages you to use the circle drive during Drop-off and Pick-up times. Please stay in your car when using the circle drive. This helps the line move as quickly as possible and is courteous to those in line behind you. A staff member will assist your child from the car during morning Drop-off. Please make sure your child is ready to depart the car. For Pick-up, a staff member will assist your child into the car but will not buckle your child into his or her car or booster seat. Please pull out of the circle drive to buckle your child into his or her seat.

- (3) **Please do not block the crosswalk while you are waiting in the circle drive.**

- (4) **Do not park and leave your car in the circle drive at any time during the school day.**

Parking and leaving your car in the circle drive prevents other cars from moving through.

- (5) **If you choose to walk into the school to drop-off or pick-up your child, please use the sidewalks.**

Do not walk your child up the driveway. This is not safe for your child. It is difficult for drivers exiting the circle drive to watch for children on the driveway as well as the sidewalks.

- (6) **Arrival time for the morning car line is 8:25 a.m. – 8:40 a.m.**

We are not able to accommodate children other than those in the childcare program before 8:25 a.m.

(7) **Pick up car line begins at 11:25 a.m. – 11:40 a.m.** for Morning Montessori Students or 2:25 p.m. – 2:35 p.m. for Extended Montessori Students.

(8) **Cellphone use is prohibited at all times.**

Please stop in the office if you have any questions about these procedures. Thank you in advance for your cooperation!

VISITOR PARKING

Please park on the street when visiting the school. The curved driveway is a no parking area and must remain clear in case of an emergency.

SIGN-OUT SHEETS

Parents are required to sign out each day as they pick up their children. The sign-out sheets for families using the drive-through are on clipboards that will be provided to you by the staff members dismissing the children.

The sign-out sheets for children in the full day program are on the lectern near the entrance of the School. Please initial the time of pick-up.

PICK-UP AUTHORIZATION

Children will only be released to a parent or guardian or those persons authorized in writing by the parent or guardian. Please complete the authorization form for those people who will be picking up your child on a regular basis. If you need to make special arrangements, please send a note or email to school that day stating the name of the person who will pick up your child. The school will request photo identification and that person must sign out your child.

ATTENDANCE

Children are encouraged to attend class regularly so that they can obtain the full benefit of the Montessori method. When possible, the Directress should be notified if a family will be out of town or if a child will be absent for a long period of time. **Please notify the School office when your child is absent because of illness or for other reasons.**

BIRTHDAYS AND SEASONAL CELEBRATIONS

Children enjoy celebrating their birthdays at the School. Parents usually provide nutritious snacks and party napkins for the class for their child's birthday celebration and for seasonal celebrations. As noted above, candy, cake, cupcakes, brownies, and other snacks with high sugar content will not be served. Invitations for parties at home are not distributed at school; you may request a class list by an email to the school secretary. The student directory will provide family contact information. **Please do not send party favors, piñatas, balloons or treat bags to the school. The Montessori approach to celebrations reflects calmness and predictability.**

BULLYING

Bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, non-verbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Unreasonable interference with a staff member's performance or the creation of an intimidating, offensive, or hostile teaching or working environment.

The MSCU School will promptly and reasonably investigate allegations of bullying or harassment by implementing the following procedure:

1. If a student is being bullied or there is a suspicion of bullying, it should be promptly reported to the director/directress at which time, the director/director will notify the administrator. Documentation shall be made in said student's file.
2. Within 7 days, the parents, with the victim, shall meet with the director/directress and, if appropriate, the administrator regarding the incident(s).
3. Within the next 7 days, the director or directress shall request a meeting with the perpetrating child and their parents to discuss the incidents and potential consequences including suspension or expulsion, if appropriate.
4. The director/directress shall work on an action plan and communicate it with both parents and children, to facilitate a peaceful relationship between the children.
5. If bullying continues, the administrator, will alert the MSCU Board of Directors, and within 7 days a meeting will be held with the director/directress and the MSCU board member to determine the best course of action. Any permanent removal of a child from the program will require a majority board vote.

If any of the children, either the perpetrator or the victim of bullying, are children of board members. Said board members will recuse themselves from all votes and discussions.

CHILD ABUSE AND NEGLECT

Staff members are legally required by the State of Illinois to report suspected child abuse or neglect to the Department of Children and Family Services.

CHILDREN'S RECORDS

Personal information regarding students and their families is confidential and will only be released to others outside the School with written consent from the parents.

CLOTHING

Children should wear clothing that they can manage easily by themselves. Clothing should not restrict movement or be overly elaborate because the children participate in art, water activities, and large motor activities every day. For safety issues, appropriate shoes include tennis shoes, buckle shoes or closed-toed shoes. Cowboy boots, backless clogs, and thongs are not appropriate. Sandals without closed-toes are not recommended.

Children will need hats, snow boots, snow pants and waterproof gloves or mittens in the winter. Snow boots are not worn in the classroom, please send shoes for your child to wear on the days that boots are worn to school. Please look for clothing items that are easy for your child to take off and put on by himself or herself.

All children must have a complete change of clothing to be kept at School. This clothing is for emergencies such as bathroom or water activity accidents. Please be sure to replenish your child's extra clothing supply when items are brought home for laundering. **All clothing must be labeled, especially all outer garments.**

DISCIPLINE

The Montessori concept of discipline is that of inner-discipline. This inner-discipline comes from the child's interest in working with Montessori materials and established ground rules that are consistently and fairly enforced. These are guidelines that guarantee the freedom of and respect the rights of all the group members. By knowing limits, the child can modify his/her behavior to discipline himself/herself. Encouragement, positive reinforcement, and natural and logical consequences are used to help the child learn self-discipline. We use consistency with rules, recognizing appropriate behavior, re-stating expectations or ground rules, redirection, and brief time-outs as part of this method.

Individual conferences and on-going communication between parents and staff will address discipline problems and develop a plan for resolution of such issues. Any child who, after attempts have been made to meet individual needs, demonstrates inability to benefit from the program that the School offers or whose presence is detrimental to the group, may be dismissed from the School.

FIELD TRIPS

Occasionally, classes go on field trips. Sometimes parents are needed to help chaperone a field trip. Bus seats are limited; a limited number of chaperones will be allowed.

HEALTH CONCERNS

Illness

Sick children should not be brought to School. Please keep your child at home if he/she is feverish, coming down with an illness, or otherwise not feeling well. Your child should not come to School if he/she has vomited or has had diarrhea the day or night before or in the morning before School or if his/her eyes are red and/or matted. Children with pink eye or conjunctivitis should be kept at home until 24 hours after an antibiotic is started.

If your child has been diagnosed as having a virus or other contagious illness, please keep him/her at home and call the School office immediately. **Children must be clear of fever (without fever reducing medicine) and illness for 24 hours before returning to School.** Children should remain at home for 24 hours after beginning antibiotics for bacterial infections. If your child is tested for suspected strep throat, please keep him/her at home until you are notified that the results are negative or until the child has been on antibiotics for 24 hours. Parents will be contacted to pick up sick children and will be expected to come immediately. Please make sure you have authorized persons to pick up your sick child if you cannot do so. Longer-term illness will be handled on a case-by-case basis.

Chicken Pox

Chicken pox is a highly-contagious airborne virus. Children are most contagious 1 to 2 days before the rash appears and may have mild symptoms like low grade fever, loss of appetite, fussiness, chills, and headaches. Children continue to be contagious while the blisters are erupting. Children must stay home until all the blisters have crusted over and no new blisters have appeared within the last 24 hours.

According to the American Academy of Pediatrics, the chicken pox vaccine is only 70% to 90% effective in preventing chicken pox. If vaccinated children do get chicken pox, they generally have a much milder form of the disease. However, even vaccinated children with a mild case of chicken pox can still infect others and **MUST** remain home until the rash has fully crusted.

Lice

Children with cases of head lice and/or nits may not attend School until completing treatment. The School recommends Nix cream rinse; however, some strains of head lice are now resistant to the common treatments. Some pediatricians recommend saturating the hair with a mixture of mineral oil and vinegar, leaving it on for one hour, and then combing out the nits. Some treatments are prescriptions and can only be obtained through your physician. Proof of treatment must be provided when the child re-enters the School. Parents are expected to treat the home environment for lice and to comb dead lice/nits from their child's hair before the child returns to School. If you need help in identifying head lice, consult our office or your doctor.

Medication

If a child must take medication during the day, please fill out the appropriate form to authorize the staff to administer medication. These forms are kept in the office. All prescription medications must be in the original containers and must bear labels with the child's name, doctor's name, and directions for dosage. Non-prescription medication must be in the original containers and have labels with the child's name and directions for dosage. The School will not administer aspirin or aspirin substitutes unless a physician's prescription is on file.

Notice of Contagious Illness will be posted in the entry way and via email. No identifying information will be released, including classroom name. Please email the secretary if your child is diagnosed with strep, chicken pox or lice so we may post the notice immediately.

INSURANCE

The School carries a student accident insurance policy that provides coverage for students in the event of accidental injury while they are participating in or attending regularly scheduled School activities and during travel to and from regularly scheduled School activities, such as field trips.

MONTESSORI MATERIALS

The Montessori materials in the classrooms are designed to be attractive to the children. Many works include small items such as tiny objects used in phonics, small pink cubes, counting stones, etc. Please check your child's pockets and backpacks for School materials that your child might take home. Some of these items are one-of-a-kind objects and cannot be replaced. If a child has taken something home by mistake, please send it back to School with your child as soon as possible. The child will be not scolded or embarrassed for the mistake.

NUTRITION

Snacks are provided in the morning and in the afternoon. Fruit juice and snack foods such as crackers and fresh fruit are provided. Parents may furnish simple nutritious snacks for the class at any time, if arrangements are made with the teacher. Our morning snack is not a substitute for a good breakfast. Learning occurs best when children are not hungry, so please provide your child with an appropriate breakfast at home each day. Hot well-balanced lunches are provided for all children in the extended day and full child care programs. Lunch menus are posted on the foyer bulletin board and are available on the School's website.

The School will attempt to accommodate preparing food for children with special dietary needs (i.e. religious, allergies) on an individual basis based upon our ability to handle your child's special needs. In some cases, parents may be asked to supply some alternative foods for their child. These foods must be labeled with the child's name and the date that they are brought to School. In certain circumstances, we may be unable to meet your child's specific dietary needs.

GUIDELINES FOR SNACK/ TREATS

All treats brought into the School must be store-bought. A list of Safe Foods, complete with brand names, is located at the back of this booklet.

NOTE: We do not accept brownies, cupcakes, frosted cookies, cakes, candy, or other overly sweet treats. **Because the School avoids serving foods that contain nuts, please do not send snacks that contain nuts or foods that were processed in a facility that processes nuts.**

OBSERVATION

Parents are always welcome in the primary school. Viewing windows in each classroom afford parents the opportunity to see their child at work and at play throughout the day. We recommend periodic viewing times of up to twenty minutes. It can be distracting and may hinder your child's sense of independence if your child knows you are present in the hall. If you have a concern regarding how your child is doing, you may call the office at any point during the day.

OUTDOOR PLAY

We encourage outdoor play as a part of the daily routine. In the winter months, we go outdoors when the “feels like” temperature is 15 degrees or above. If, for any reason, your child should **not** go outside, you may pick your child up early. If he/she needs to have some special clothing on before going outside, please make sure the child's teacher is notified **in writing**.

PARENT-TEACHER COMMUNICATION

There are two scheduled parent-teacher conferences with the Montessori directress during the year. The conference is a time for parents and teachers to talk together about the child and his/her development. Conferences do not need to be limited to three times a year. They can be scheduled at other times at the request of a parent or a teacher. Flyers and newsletters are emailed on a regular basis to keep parents informed of current and upcoming events in the School and in the classroom. Board of Directors meetings are held monthly and are open to all families.

PERSONAL BELONGINGS/BOOK BAGS

Each child is provided with a coat hook in the classroom for personal belongings and a drawer for work papers. A backpack labeled with the child's name is needed for carrying things to and from School. Please **label** all books, DVDs, nature specimens, artifacts, or other educational items. **Toys should not be brought to School; the School is not responsible for toys.**

RESTING/NAPPING

Children in the afternoon child care program have a rest/nap time each day from 1:00 p.m. until 2:30 p.m. Your child will be provided with a cot and a sheet. The cots will be sanitized once a week and the sheets will be washed weekly. Your child may bring a small (12x14) pillow and one small plush cuddly toy to use at naptime. These may be brought in your child's backpack each day or left in the child's cubby for the week. The pillow and cuddly toy must be taken home to be laundered at the end of each week.

SAFETY

In accordance with Illinois State Board of Education requirements, MSCU practices a minimum of three fire evacuations, one shelter-in-place weather drill, and one law enforcement drill. Each building has a monitored alarm that requires visitors to enter a code or buzz for admittance. The alarm system at MSCU provides a direct link to local emergency services. Installed panic buttons immediately alert police personnel; any indication of fire initiates the building alarm system and provides direct notification to the Savoy Fire Department. The Savoy Fire Department inspects the buildings and observes a practice fire drill each October.

In the event of an actual emergency, the students will be moved to the elementary building or if necessary to The Windsor of Savoy located at 401 Burwash Avenue.

SCHOOL CLOSINGS

School closing will be announced on TV stations WCIA (CBS), and WAND (NBC). Each of these stations also has a website with local school closings clearly listed. An effort will be made to announce the closure through the school answering machine, the website and school email. We will strive to make this decision between 6:00 a.m. and 7:00 a.m.

If it should be necessary to close the School during the day, the announcement will be made through TV stations, email and website. Please be sure the School office has your correct contact information, as well as backup contact information for pick-up. During severe weather warnings, please pick up your child as soon as possible.

TOILETING

All children must be toilet-trained before starting at the School. **Wearing pull-ups, training pants or diapers will not be allowed.** We understand that children may have occasional accidents, especially during nap time. However, children are not considered toilet-trained if they repeatedly have accidents several times per week. We provide child-sized toilets and sinks to promote independence. Children enrolled in the School must be able to use the toilet independently. As noted above, we encourage you to choose clothing that is easy for your child to remove to facilitate this independence.

TRIAL PERIOD

All children are enrolled in the School on a trial basis to determine compatibility of the child and the program. The trial period lasts up to eight weeks from the date the child starts at the School. The School will notify parents in a timely manner of concerns of the directresses, staff, and administration regarding the child's adjustment, behavior, or progress in a particular classroom or program. The School will work with the family to attempt to resolve problems before a decision to terminate the child's enrollment is made.

DAILY SCHEDULE

7:30 a.m.	Drop off for children enrolled in early childcare
8:25-8:40 a.m.	Staffed drop off times for children enrolled in 11:30 or 2:30 programs
8:40 a.m.	Montessori Class begins
10:30 a.m.	Group Lesson
11:00 a.m.	Outdoor Play
11:25-11:40 a.m.	Staffed Dismissal time for 11:30 program
12:00 p.m.	Lunch
12:30-2:25 p.m.	Afternoon programming
2:25-2:40 p.m.	Dismissal Time for 2:30 program
5:30 p.m.	Child Care ends; building closes

MSCU SAFE SNACK LIST

Updated February 2017

The common prepackaged items listed below are options for school parties, celebrations, and snacks. Please note that they are brand and item specific, not all items by a specific brand are safe and therefore are not on this list. Fresh bakery goods, home baked goods, and items from bulk bins may not be brought into the classroom.

PRETZELS

Kraft Handi-Snacks – Mister Salty Pretzels'n Cheese Dip
Pepperidge Farm 100 Calorie Pouches Goldfish Pretzels
Pepperidge Farm-Goldfish Pretzels
Rold Gold – Thins, Sticks, Rods, Tiny Twists, Lightly Salted Tiny Twists, Tiny Twists Cheddar, Tiny Twists Honey Mustard, Sourdough, Honey Wheat, Cheesy Garlic

POPCORN

Smartfood-White Cheddar, Movie Theater Butter

GRANOLA/TRAIL MIXES/SEEDS

Enjoy Life Granola – Cinnamon Raisin Crunch, Double Chocolate Crunch, Very Berry Crunch
Nonuttin' Granola – Blueberry Maple, Cranberry Apple, Vanilla Cinnamon, Vanilla Caramel

NUTRITION/CEREAL/ENERGY/GRANOLA BARS and TOASTER PASTRIES

Kellogg's Rice Krispies Treats - Original
Nutri Grain Cereal Bars – Blueberry, Strawberry, apple cinnamon, Blackberry, Mixed Berry, Raspberry, Cherry Pomegranate, Strawberry Acai
Special K Bar – Blueberry, Strawberry, Chocolatey Drizzle, Raspberry Cheesecake, Vanilla Crisp

RICE SNACKS

Quaker Quakes-all flavors

CHEESE SNACKS

Pirate's Booty – Aged White Cheddar, Sour Cream & Onion, New York Pizza

CORN/TORTILLA CHIPS

Natural Tostitos Organic – Yellow Corn, Blue Corn
Santitas – Tortilla Triangles
Stacy's Pita Chips – Simply Naked, Cinnamon Sugar, Parmesan Garlic & Herb
Stacy's Pita Chips-Simply Naked, Cinnamon Sugar, Parmesan Garlic & Herb
Sun Chips-all flavors
Tostitos – Restaurant Style, Scoops, Crispy Rounds, Multigrain, Multigrain Scoops, Bite Size, Hint of Jalapeno, Hint of Lime

VEGETABLE CHIPS

Enjoy Life Plentils Crunchy Lentil Chips – Dill & Sour Cream, Garlic & Parmesan, Light Sea Salt, Margherita Pizza
Pirate's Booty Veggie

FRUIT SNACKS/DRIED FRUIT

Annie's Organic Bunny Fruit Snacks – Sunny Citrus, Tropical Treat
Betty Crocker Fruit Roll-Ups
Betty Crocker Fruit By The Foot
Clif Kid Organic Twisted Fruit – Strawberry, Mixed Berry

GRAHAM CRACKERS

Annie's-Honey Graham, Cinnamon Graham, Bunnies
Cinnamon Grahams – Plain, Low Fat
Goldfish Grahams-Cinnamon, Vanilla, Chocolate, Chocolate Chip
Keebler Graham Bites – Cinnamon
Keebler Scooby-Doo Graham Cracker Sticks
Nabisco Honey Maid – Honey, Low Fat Honey, Cinnamon, Low Fat Cinnamon Chocolate, Fresh Stacks
Teddy Grahams-Cinnamon, Honey, Chocolate, Chocolate Chip

CRACKERS

Annie's-Cheddar Squares, Cheddar Bunnies, Saltines, Snack Mixes
Cheese Nips
Cheeze-It-all flavors
Cheeze-It-Snack Mix
Keebler Club Snack Sticks
Keebler Sandwich Cracker-Club and Cheddar
Keebler Wheatables – Golden Wheat, Toasted Honey Wheat
Kellogg's Special K Crackers –Multi-Grain, Savory Herb
Kraft Handi-Snacks
Pepperidge Farm Baked Naturals Cheese Crisps – Cheddar, Four Cheese Italian Herb
Pepperidge Farm Baked Naturals Cracker Chips – Simply Potato, Cheddar & Sour Cream Potato, Simply Multi-Grain
Pepperidge Farm Baked Naturals Wheat Crisps – Toasted Wheat
Pepperidge Farm Goldfish-All Flavors

Ritz Crackers' n Cheese
Town House – Original, Wheat, Reduced Fat
Town House Flatbread Crisps – Italian Herb, Sea Salt & Olive Oil
Town House Flipsides Pretzel Crackers
Town House Toppers – Original
Triscuit – Original, Reduced Fat, Hint of Salt, Garden Herb, Rosemary & Olive Oil, Fire Roasted Tomato & Olive Oil, Cracked Pepper & Olive Oil, Roasted Garlic,
Rye with Caraway Seeds
Triscuit Minis
Triscuit Thin Crisps – Original, Parmesan Garlic, Four Cheeses, Chile Pepper
Wheat Thins - Original, Reduced Fat, Hint of Salt, Ranch, Reduced Fat Garlic & Herb, 100% Whole Grain, Sundried Tomato & Basil, Multigrain, Parmesan & Basil

OTHER

Applesauce
Fresh Fruits
Fruit cups
Hunts Pudding Cups-Vanilla and Chocolate
Vegetables

PEANUT BUTTER ALTERNATIVES/SPREADS

I.M. Healthy SoyNut Butter – Chocolate, honey Creamy, Honey Chunky, Original Creamy, Original Chunky, Unsweetened Creamy, Unsweetened Chunky
SunButter Sunflower Seed Spread – Creamy, Natural Creamy, Natural Crunch, Natural So-Stir, Natural No-Stir On the Go, Natural Omega-3, Organic Unsweetened
Wowbutter – Peanut Butter Taste Creamy, Crunchy

Please avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts.

Please note: Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing. Items that say “may contain” are not safe.