Daily Schedule

8:25-8:35am: Arrival

8:35-11:30am: Work Cycle

11:30-12:30pm: Recess and Lunch

12:30-3:00pm: Enrichment, Work Cycle, Recess

3:00-3:15pm: Dismissal

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’s main office.

**PARENT EDUCATION**
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 parent education meetings held in the fall.

**OBSERVATION**
A great way for a parent to learn about the classroom environment and child is through observation. It is strongly appreciated that parents notify the school a week in advance so that the directress can be prepared to explain to parents before and/or after class. Equally important is that when observing, not to disrupt the students from learning. Attached to the handbook is an observation guide. Please look this over before entering the classroom.

**TUITION AGREEMENT**
All parents are required to sign a tuition agreement. The agreement, which must be signed by either both parents or custodial parents and returned to the School office, obligates the parents to pay the tuition on a monthly basis 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.
PARENT PARKING
The parent and visitor parking lot is on the south side of the school. This is the main entrance. Please park in this lot when you need to enter the building for any reason. The City of Savoy will enforce the NO PARKING policy on Burwash Avenue.

PARENT VOLUNTEERS
An important aspect of MSCU is the involvement of parents. You are encouraged to volunteer as a library worker, tutor, mentor, chaperone for field trips, or clerical assistant. Parents are excellent resources for units of study in the classroom. Whatever your expertise or background, your contribution can expand the learning experiences for children. If you are interested and willing to help, please contact your child’s teacher. All volunteers working alone with children must undergo on-site training and a criminal background check.

LUNCH
Children are required to bring a sack lunch that does not require any further preparation. Students will not be permitted to have food delivered to them during the school day. There will be times when lunch boxes will be stored outside, so please provide ice packs when necessary. The use of a microwave or stove is not allowed, so please include a thermos when necessary. Fresh, cold water is provided, but you may also include milk with an ice pack. Please avoid sending foods that could be deemed as overly sweet such as brownies, cupcakes, frosted cookies, or candy. As good stewards of our planet we try our best to reduce our waste, so please send food items in reusable or recyclable containers.

NO NUTS OR NUT PRODUCTS ARE ALLOWED! This means no hazelnut spreads (Nutella), almond milk, cashews, nut granola bars, or noodle sauces that may contain peanuts.

SNACK GUIDELINES
Parents may furnish simple nutritious snacks for the class if arrangements are made with the Directress. Treats brought into the School must be store-bought. We do not accept brownies, cupcakes, frosted cookies, cakes, candy or other overly sweet treats. Since 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.
A list of suggested allergy-friendly foods is provided at the back of this handbook.

ARRIVAL
Montessori class starts promptly at 8:35 a.m. To avoid disrupting the class, please be sure your child is on time. By arriving late, your child is not only missing critical learning experiences, but will be taking away from the learning experience of others.

If you are dropping off between 8:25 a.m. and 8:35 a.m., please use the circle drive to the west of the Elementary building off of Burwash. Traffic flows counter clockwise, so please follow the arrows on the pavement and watch for vehicles exiting as you enter.

For convenience and safety, please have your child's car seat located as near to the passenger side as possible, so that they may exit the vehicle quickly. For your safety, all other children and adults need to remain in the vehicle during drop-off. Say a friendly "goodbye" one time while your child is in the car and have confidence in our ability to handle the situation if your child is upset.

If you must assist your child into the building (i.e. carrying in a birthday treat), please park and walk your child in to the building carefully. A staff member will be at the door inside to greet you. To avoid disruption, please say "goodbye" outside of the classroom, and leave your child and their belongings with the staff member present.

If your child is enrolled in the Early Care program, you will be required to park your car and walk them into the Primary building. A staff member will escort them to the Elementary building at the appointed time.

DISMISSAL
Montessori class ends promptly at 3:00 p.m. To avoid causing your child undue stress, please be sure you are on time.

If you are picking up between 3:00 p.m. and 3:15 p.m., please use the circle drive to the west of the Elementary building off Burwash. Traffic flows counter
clockwise, so please follow the arrows on the pavement and watch for vehicles exiting as you enter.

For convenience and safety, please have your child's car seat located as near to the passenger side as possible, so that they may enter the vehicle quickly. For your safety, all other children and adults need to remain in the vehicle during pick-up. The Sign-Out Sheet will be on a clipboard provided to you by the staff member dismissing the children.

If your child is enrolled in the After Care program, you will be required to park your car and enter the primary building to receive them. A Sign-Out Sheet will be placed by the front entrance for you to sign. Please assist your child in cleaning up and exiting quietly to minimize disruption to the other children and staff.

**PICK-UP AUTHORIZATION**
If you have a change in the person designated to pick up your child you are required to inform teachers or staff. If someone other than the person(s) listed on your release record is to pick up your child, you must first call the school, and that person must be able to provide a photo I.D.

**TARDIES**
Montessori classes begin promptly at 8:35 a.m. To avoid disrupting the class, and to make sure your child is receiving the full benefits of a Montessori education, please be sure your child is on time for class. A late arriving child must be escorted to the classroom by a parent. If a child is late to class for three days within a semester, the student and parent will receive a written notice. If the student is late an additional three times within the same semester, a parent meeting will be required with the director and or directress. The purpose of the meeting is to configure a way to ensure that the student arrives on time.

**ATTENDANCE**
The directress should be notified if a student will be absent from class. The best method for notifying the directress is by notifying the front office in the primary building by phone or note.

Students with excessive unexcused or excused absences will be monitored and may be reported to the Regional Office of Education.
BUILDING SECURITY
We are very mindful of the need to keep our children safe while they are at school. As a result, several procedures have been put into place. All doors will remain locked at all times. Students and staff have been instructed to direct all visitors to the main entrance. Entry into the school should always occur at the doors off the south parking lot. You will need to enter a 4-digit code. Please notify the School if you need to be admitted through the north handicapped entrance.

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

- Verbal, non-verbal, physical, or written harassment, bullying, hazing, or other victimization that has 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/Diractress and, if appropriate, the Administrator regarding the incident(s).

3. Within the next 7 days, the Director/Diractress shall request a meeting with the perpetrating child and his/her parents to discuss the incidents and potential consequences including suspension or expulsion, if appropriate.

4. The Director/Diractress 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/Diractress and the MSCU board members 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.

**ILLNESS**

Sick children should not be brought to School. Children with a fever over 100° F, pink inflamed eyes, or an episode of diarrhea or vomiting in the past 24 hours should be kept home. Children must be clear of fever without fever reducing medicine for 24 hours before returning to School. Children should remain at home for 24 hours after beginning antibiotics for bacterial infections. 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.
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.

EMERGENCY CARE INFORMATION
One of the most important forms you will fill out each year is the emergency care form. In the event that you need to add a person to your pickup plan, or if you will have someone other than those listed visit or pick up your child at school, please notify the School through email (secretary@montessorischoolofcu.org). If any of the information changes throughout the year, it is very important that you notify the School immediately.

MEDICATIONS
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 and on the school website. 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. All prescription and non-prescription medication must be given to the Directress or Assistant Directress at the beginning of the day. The School will not administer aspirin or aspirin substitutes unless a physician’s prescription is on file. Additionally, natural or herbal medicine will not be administered without written consent from a doctor.

Notice of Contagious Illness will be sent by email. No identifying information will be released.

Please email secretary@montessorischoolofcu.org if your child is diagnosed with strep, chicken pox, or lice so we may release notice immediately.
It is the responsibility of the parent to notify the appropriate school personnel if there are any changes in the child’s health or a change in medication. **IN ALL CASES THE SCHOOL RETAINS THE DISCRETION TO REFUSE TO ADMINISTER MEDICINE.**

**ALLERGIES AND ASTHMA**
Parents are required 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. Due to peanut and nut allergies, **do not bring any food 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. Our 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:

- No nuts or nut products are knowingly served by the school.
- Children are instructed not to share food.
- Hand washing before and after meals and snacks is part of the daily routine.
- Tables will be washed after snacks and meals. This is the teachers’ responsibility in classrooms or any other schoolroom where food is eaten.
- 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 office. The Carle Food Allergy Education Program trains all staff to recognize and treat severe food allergies.

**PHONE CALLS BY STUDENTS**
In case of an emergency, a student may use the office phone with teacher permission. Students are discouraged from using the phone to:

- Call home to arrange for homework or other forgotten items to be delivered.
- Make arrangements for after-school activities.
- Get permission to go home with a friend.
CELL PHONE USAGE, IPODS, AND OTHER ELECTRONICS
Electronics are not allowed at MSCU. Teachers have been directed to confiscate such items. Head teachers will assume responsibility for securing the item until a parent has been contacted to pick the item up from school. Exceptions may be made for students enrolled in the After-Care program.

MSCUE students much check in cell phones at the front office upon arrival at school. Student cell phones will not be permitted in classrooms, hallways, public spaces, bathrooms, or outdoor spaces of MSCU, even if they are enclosed in backpacks, handbags, or pockets.

Phones found during school hours, whether they are in use or not, will be confiscated. In this event, parents/guardians will be notified and, along with their student, will need to meet with the school Director to retrieve the phone.

The school cannot assume liability for any damage or loss pertaining to cell phones.

OUTDOOR TIME
Children will spend time outdoors unless the temperature or wind-chill is below 15°F. All students are expected to go outdoors. All sunscreen needs to be applied before school. If your child will need an additional application, send a labeled bottle of sunscreen inside a Ziploc bag in your child’s backpack. Please note, sunscreen is NOT provided by the school during the school year and will only be applied according to the directions on the bottle.

FIELD TRIPS
A significant component of any student’s education is a field trip experience that teachers may arrange during the school year. Some trips may require a nominal admission fee. Parent permission forms must be completed, signed, and returned to school for each field trip that is taken. If we participate in a "walking field trip" a sign will be posted outside the door as to our location and a cell phone number provided to contact in case of early pick-ups. Children who do not have expressed permission will not be allowed to go on the field trip.
CLOTHING
Children should wear clothing that they can manage easily by themselves. Clothing should not restrict movement or be overly elaborate. Children are required to bring indoor shoes for use in the classroom only. For safety reasons, these shoes need to have a closed-toe, heel strap, and hard sole. Slippers and Crocs are not allowed.

PERSONAL BELONGINGS/BOOK BAGS
Each child is provided with a locker. The student should not bring anything that can’t fit within the locker that is provided. The school will provide a tote bag for the student to carry between school and home. The parent can opt not to use the tote bag and provide the child with their own bag. Any other bag used must be able to fit within the student’s locker.
1. As a visitor it’s important to move through the classroom quietly. You may move around the edge of the classroom, but do so by attracting the least amount of attention to yourself.

2. Don’t only focus on individual students or projects. Think of the class as a whole. Also remember: watch for how students are interacting with one another and the teacher. How the students choose their work and how they react to lessons. What is the variety of work that’s occurring in the room?

3. To gain a different perspective it’s recommended to observe a student other than your own and track their activity throughout your visit.

4. An observer may speak calmly to a child only after the child has spoken to you first. Be mindful of the child’s time, and don’t take them away from their work for too long.

5. During your observation write down any comments or questions you have. The Directress won’t have the capability to address questions and comments without interrupting the flow of the classroom. You should give the Directress a one week notice before your observation date. This will allow the Directress to plan for time later in the day to address your questions and comments.

6. Lastly, enjoy watching the joy and growth that a Montessori education brings to children.
MSCU SAFE SNACK LIST
Updated April 2015

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, Chocolate 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
Sanitas – 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, Chocolaty 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
Kellogs 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

CEREAL BARS AND TOASTER PASTRIES
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-NO nut or peanut butter

COOKIES
Barnum’s Animal Crackers – Original
Barnum’s Animal Crackers-Original
Chips Ahoy – Chocolate Chip, Reduced Fat, Candy Blasts, Chunky, Chewy, White Fudge Chunky, Mini
Enjoy Life Crunchy Cookies – Chocolate Chip, Double Chocolate, Sugar Crisp, Vanilla Honey Graham
Enjoy Life Soft Baked cookies – Chocolate Chip, Double Chocolate Brownie, Gingerbread Spice, Snickerdoodle
Keebler Vanilla Wafers – Original, Mini
Keebler Vanilla Wafers-Original, Mini
Lorna Doone Shortbread Cookies
Lorna Doone-Shortbread Cookies
Lucy’s Gluten Free Cookies – Chocolate, Chocolate Chip, Cinnamon Thin, Ginger Snap, Maple Bliss, Oatmeal, Sugar
Nabisco Ginger Snaps
Nabisco Ginger Snaps
Newton’s Fruit Crisps-Apple Cinnamon, Ginger
Newton’s-Original Fig, Fat Free, Whole Grain, Strawberry, Raspberry

ICE Pops AND ICES
Breyers Pure Fruit Bars-Strawberry, Orange, Raspberry
Dole Fruit Bars-Strawberry, Grape, Raspberry
Luigi’s Real Italian Ice
Minute Maid Juice Bars-Cherry, Grape, Orange

OTHER
Applesauce
Fresh Fruits
Fruit cups
Hun’ts 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 No-Stir, Natural No-Stir On the Go, Natural Omega-3, Organic Unsweetened
Wowbutter – Peanut Butter Taste Creamy, Crunchy

POTATO CHIPS
Popchips – Original Potato, Barbeque Potato, Cheddar Potato, Sour Cream & Onion Potato, Sea Salt & Vinegar Potato, Salt & Pepper Potato
Fritos – Original, Flavor Twists Honey BBQ, Scoops, B-B-Q
Pringles – Original, Reduced Fat, BBQ
Pringles Snack Packs – Original, 100 Calorie Snack Packs Original
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.