



Parent Handbook

Sunrise Montessori Preschool
 *AMS Associate Member School*
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Welcome to Sunrise Montessori Preschool! We hope that the information provided in the following pages will clearly define our mission, objectives, and overall operation of our program. Please keep this handbook as a reference throughout the school year.

Brief History

Sunrise Montessori was founded in 2006 with preschool students ages 2 to 6. The name Sunrise Montessori was chosen to symbolize new opportunities, new beginnings, and new adventures! Sunrise Montessori is a proud Associate Member School with the American Montessori Society (AMS).

Mission Statement

Sunrise Montessori's mission is to provide an academically focused environment fostering a lifelong love of learning and independence through the Montessori philosophy, communication and compassionate care.

Sunrise Montessori was created and opened in September of 2006 by Mrs. Black, a 10-year teaching veteran of the public school system and parent of a two year old. She created what she could not find for her own son: a friendly and open Montessori school where smiles are infectious, Teachers and Directors are happy and excellent at what they do, and the school is clean and inviting.

We want our students to experience such a positive impact on their learning that our parents would never consider having them attend school anywhere else!

Vision Statement

Uncovering the potential in your child!

Montessori - Objectives and Overview

The objective of the program is to help each child achieve his/her fullest potential and mental ability by carefully preparing a learning environment to meet the child's needs. The child uses materials designed to assist growth in practical life, sensorial, mathematics, language arts, music, art, science, geography, and culture.

The program is based on the philosophy of Dr. Maria Montessori, a noted Italian educator and physician (1870-1952), who revolutionized early childhood education by advocating that children be allowed the freedom to explore and develop their own creative potential through a wealth of self-teaching educational materials. Maria Montessori developed much of the educational equipment found today in the Montessori classroom nearly 100 years ago. They include hands-on mathematical materials and activities to develop the child's sensory perceptions and refine his sense of awareness. Many exercises are designed to allow young children to practice skills they will need for daily living and self-help. Materials illustrating principles of geography, zoology, botany, and archaeology nurture the child's avid interest. All of these areas are explored with concrete objects, tactile experiments, collection, classification, and identification. The children readily take up this reality-based purposeful "work" designed to develop mental and manual dexterity. Children also develop the tools for a lifetime of creative learning.

Sunrise Montessori is guided by four main objectives:

- The cultivation of passion for excellence in everything they do, both in and outside of school.
- The development of a strongly held set of universal values, which include self-respect, respect for others, honesty, integrity, responsibility, empathy, compassion, kindness, peacefulness, a sense of concern for others, warmth, and a love of community.
- The development of a global perspective and sense of international understanding.
- Lifelong commitments to give something back through service to others who are in need.

Montessori's dynamic theories included such revolutionary premises as:

- Children are to be respected as different from adults and as individuals who are different from one another.

- Children create themselves through purposeful activity.
- The most important years for learning are from birth to age six.

What makes Montessori education unique?

The primary goal of a Montessori program is to help each child reach full potential in all areas of life. This is called the "whole child" approach to learning. Activities promote the development of social skills, emotional growth, and physical coordination as well as cognitive preparation. The holistic curriculum allows the child to experience the joy of learning and to develop self-esteem and independence. In order for self-directed learning to take place, the whole learning environment - room, materials, and social climate - must be supportive of the learner, called the "Prepared Environment." The teacher provides necessary resources, including opportunities for children to function in a safe and positive climate. The teacher thus gains the children's trust, which enables them to try new things and build self-confidence. Dr. Montessori's observations of the kinds of "toys" which children enjoy and return to play with repeatedly led her to design a number of multi-sensory sequential and self-correcting materials or Montessori materials which facilitate the learning of skills and concepts. Our teachers follow "Montessori principles" as they structure new activities for the classroom. Originally called a "Directress," the Montessori teacher, sometimes called a Guide, functions as a facilitator of learning. She is a role model, designer of the environment, resource person, demonstrator, record-keeper and observer of each child's growth and development. She encourages, respects, and loves each child as a special, unique individual; she also provides support for parents and joins them in a partnership to nurture the development of the child.

How does it work?

Each Montessori class operates on the principle of freedom within limits. Every program has its set of ground rules which differs from age to age, but is always based on core Montessori beliefs: respect for each other and for the environment. Children are free to work at their own pace with materials they have chosen, either alone or with others. The teacher relies on his or her observations of the children to determine which new activities and materials s/he may introduce to individual children or to a small or large group. The aim is to encourage active, self-directed learning and to strike a balance of individual mastery with small group collaboration within the whole group community. The three-year-age span in each class provides a family-like grouping where learning can take place naturally. More experienced children share what they have learned while reinforcing their own learning. Because this peer group learning is intrinsic to Montessori, there are often more conversation-language experiences in the Montessori classroom than in conventional early education settings.

Goals

The goal of Sunrise Montessori is to introduce children to experiences which:

- Provide a warm and loving environment in which each child feels secure, respected, and loved.
- Support and encourage the growth and development of the whole child.
- Develop social skills, emotional growth, physical coordination, as well as cognitive preparation.
- Help build self-confidence, self-esteem, and motivation.
- Foster the natural desire to learn.
- Develop freedom within limits.
- Develop and refine each child's sensory motor skills.
- Lengthen each child's attention span.
- Enable each child to move smoothly and purposefully.
- Encourage the development of creativity in each child.
- Provide a framework of discipline through which each child can develop self-discipline and personal strength.
- Provide an environment with safe limits in which each child can become an active explorer and learner.
- Provide opportunities for each child to develop social grace and courtesy.
- Develop skills in observation, questioning, and listening.
- Prompt order, coordination, concentration, and independence.
- Refine and develop each child's physical and mental capabilities and interests as they expand.

- Help develop respect for themselves, for others, and for their environment.

Staff

Sunrise Montessori is successful because of its cohesive team of dedicated and fabulous staff members! Each classroom is lead by a certified Montessori teacher and an assistant teacher. Experienced teachers mentor assistants in preparation for becoming teachers, whether the assistants choose this career path or not. The Administration (Director, Assistant Director, and Owner) is responsible for promoting the school, offering tours and supervising observations, managing enrollment, overseeing financial transactions, maintaining the building and grounds, offering support to all classes, substituting staff who are out sick, and providing school communications and correspondence. The Director observes classes and communicates with staff, fulfills weekly, monthly, and yearly licensing requirements, and promotes professional growth of teachers, as well as other duties. Sunrise Montessori promotes from within, meaning that an Assistant Teacher may one day become a Montessori Teacher. All staff members are CPR and First Aid certified, and complete at least 24 hours of professional development per year. You may hear about certain incentives our staff is privy to. Sunrise Montessori believes in showing how much we value our employees by paying higher than industry norm salaries and offering multiple incentives, such as paid medical benefits, free lunches, two weeks paid holiday time off, surprise \$5 gift cards, an Award system, bonuses, and much more. We strive to create a positive, upbeat atmosphere at Sunrise Montessori because happy staff members equal happy, productive children!

Enrollment Process

Sunrise Montessori accepts children for enrollment year-round in the following order:

1. Current Students
2. Siblings
3. New Enrollees

Once we are at capacity, our new openings are filled from the Wait List. New Enrollees cannot begin their first day of school until a tour with at least one parent takes place and the following items have been submitted:

- Completed Admission form
- Completed Well Check form
- Copy of immunizations records
- Signed Enrollment Agreement
- Signed Nutrition/Parent Handbook Acknowledgement form
- Signed Discipline Policy form
- One check for the Enrollment Fee and Materials Fee

WHAT TO BRING! There are also a few things you will need to bring: On the first day of school and each subsequent Monday, a mat covered in a clean body pillowcase and blanket should be brought to school if your child naps with us (please see Naps and Rest Time). During the late spring and summer months, please spray your child with bug spray BEFORE you drop off in the morning if s/he is sensitive to mosquitoes and leave a bug spray bottle, labeled with your child's name, outside so we can spray again in the afternoon. In addition, your child should bring his/her lunch daily. Please see Lunch and Lunch Bag for more information. Parents also need to bring a complete change of clothes, including underwear, for your child's cubby. (Please see Clothing for more details on p.12. AND PLEASE LABEL EVERYTHING, especially clothing and nap mat items, thank you! As a reminder, every Primary level child at Sunrise Montessori must be toilet trained (underwear only), so please - no pull ups or diapers. If your child has not been toilet trained for very long, please bring at least five pairs of underwear and pants/shorts for your child's cubby. Look for bags with your child's name on it above or in the cubbies with soiled clothing if your child is still experiencing occasional accidents. Ask us for our toilet training guide if your child will be starting school with us in the near future so you can begin at home first. Children enrolled in our Pre-Primary program will continue toilet learning here at school. A child enrolling in a Primary classroom should be toilet trained for at least one full month at home (preferably longer) before beginning school.

Classroom Placement

The Administrative Team makes the final decision for classroom placement, chosen in the best interest of the child. Parents who have information relating to this decision should put their request in writing and submit to the Administration. Changes in classroom assignments will only be made if the well being of the child is seriously affected.

Age Requirements

A child must be at least 9 months old to enroll in our Pre-Primary program. A child must be at least three years old (or approximately 36 months) and no older than six years old for our Primary classrooms. All Primary level children must be toilet trained. Toilet training when ready is supported in our Pre-Primary classroom.

Separation

Separation is a process we go through all of our lives. Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offers a foundation of support when the world suddenly seems a new and different place. Remember that sometimes staying only makes it more difficult for your child as well as for yourself. Never leave without letting your child know that you are doing so. Feel free to phone anytime during the day to check on your child.

Observations/Visitations

All parents are encouraged to visit their child's classroom throughout the year and are allowed, as per State policy, to come during operational hours to see or take their child home at any time. In order for your observations to be as beneficial as possible, we have found the following guidelines helpful.

- When to come: You are always welcome at any time, but by arranging it ahead of time you are assured of having the day you request (we only allow one parent observation per class at a time). Mornings between 9:00AM and 11:00AM are best to observe the educational programs in progress.
- How to observe: A parent can peek in the room by pulling back the blinds (if you don't want your child to see you so that you can observe their behavior without knowing you are present).
- How Long: The length of stay is up to you. Most observers find that 5 to 15 minutes is sufficient.
- Parents are not allowed to enter a classroom during nap time. Please ask an Administrator or Teacher to get your child for you if you are picking up or need to see them during nap time.
- Parents are not allowed to enter the classroom when a staff member is available to do it for them during academic (8 - 11AM) or nap time (12:30PM - 2:30PM).

Discipline/ Peace Education

The word "discipline" is derived from "disciple," which means teacher. Therefore, the purpose of disciplining is to teach the child acceptable ways to handle various situations. Even a very young child can understand the cause and effect of his/her actions. We at Sunrise Montessori recognize the dignity and worth of every human being within the School. We want the children to develop a positive self-image and respect for themselves, others, and the environment. We believe that by treating the children with fairness and respect, they will react in kind. Adults in the classroom model a positive, caring attitude at all times. When problems arise with one or more children, the adult will encourage the child or children to talk about it and find solutions peacefully. If one child hurts another, the first child may be momentarily removed from the situation (which we call "breathing time"), while the adults check to see that the hurt child is all right. Then the adult will return to the first child and discuss the problem(s) and look for a more appropriate solution. We find that young children do not have the words to express their feelings, and this frustration is often what leads to conflict. The goal of discipline is to help a child change his/her behavior from negative to positive. Redirection is most often used to redirect their activity in order to help a child with this process. If a child repeatedly does not respond to discipline used at school, the parent will be contacted and asked to come in for a conference. Parents and school will devise a consistent discipline plan for use at home and in school. A time-line of 30 days will be set, after which parents and school will meet again to review the child's progress. The philosophy of the School is based on love and respect. We believe that the adults must be models of

the behavior they wish to elicit from the children and others, and must show respect for the child and others at all times. Therefore, any abuse of the child, and/or others, verbal, psychological, or physical is prohibited. It is the policy of our staff never to use or threaten to use any physical punishment. Verbal abuse is never permitted. If the student becomes a danger to himself or other individuals at the school, Sunrise Montessori reserves the right to remove the student until the appropriate procedures can be implemented. Please see copy of our Discipline Policy near the end of this handbook.

Policies and Procedures

There is no discrimination made between applicants on the basis of race, creed, national origin, or disabilities. Priority enrollment status will be given to siblings or existing students and to those enrolling in the full-day program. All children are accepted on a conditional basis. Parent(s) may be asked to withdraw their child if the school determines that the program is not meeting the child's needs, or that the child's presence is having an adverse effect on the program. During the year, a written request must be submitted to the Director for any changes to enrollment. These changes will be considered based on availability.

Minimum requirements to secure your child's placement: When the school receives the signed Enrollment Agreement and first month's tuition plus any enrollment fees, the child is formally enrolled in the class that has availability (this can be done at any time, including the observation visit). The admission forms can be turned in later, but must occur by the first day of school. The School Tour, if it hasn't happened, can be set at a later date but must be completed BEFORE the first day of school. Please see the Tuition Schedule for current fees. There are NO MAKE-UPS or credit and tuition is not subject to adjustment because of illness, vacation, holidays or absence from school. There are NO REFUNDS given for any reason.

Parents are responsible for paying the tuition on time. Tuition is due on the 1st of each month, with a grace period until the 3rd day of every month. There will be a late fee assessed if tuition is turned in after the 3rd. No more than three days may lapse, after which your child's enrollment may be suspended or terminated. Parents can enroll in our Automatic Payment Program or pay by check. Please make checks payable to Sunrise Montessori and place in the tuition box in the lobby or mail it to 104 Northwest Drive, Round Rock, TX 78664. Please include your child's name in the memo section of the check. If we do not receive tuition on time, there will be a \$25 late fee assessed for each day payment is late. Please contact us if you know you will be late with your tuition check or if you know your check will bounce (this will reduce your late fees). Your child will be unable to attend until all funds are received. If your check is returned for any reason, we turn over all checks to the Williamson County District Attorney's Hot Checks Division for recovery.

Withdrawal/Unenrollment/Suspension from the Program

Parents wishing to withdraw their child from Sunrise Montessori must provide a statement, in writing, at least 2 weeks prior to the discontinuation of the child's participation in the program. Parents will then be responsible for payment of the child's tuition until the child actually leaves the program. If a withdrawal occurs during the middle of the month, any credit on the account will be reimbursed by check (usually mailed to the parent's home address). If a parent needs to withdraw their child from Sunrise Montessori, we strongly encourage our parents to enroll them in another Montessori school, if possible. There is no penalty for withdrawing a child before the school year officially ends. **Although we do not prorate tuition, if the last day of withdrawal is between the 1st - 15th of the month, then only 50% of tuition needs to be paid, otherwise, full tuition is required.** Sunrise Montessori also has the right to refuse future or current enrollment for any reason at any time. Parents choosing to withdraw enrollment lose their child's spot and must pay a Re-Enrollment Fee to secure a spot on Sunrise Montessori's Wait List or secure their child's spot by paying regular tuition during the month(s) s/he is absent (no extra fees apply if paying tuition).

Unenrollment or Suspension: Termination of enrollment or temporary suspension from our school are not taken lightly. Discussions with the parent would likely have taken place many times before such an action. Usually a child is on an Action Plan to notify which behaviors are no longer allowed and require pick up (such as striking others or themselves, throwing objects, screaming continually for longer than 10 minutes, destroying objects, etc.).

Modifications of the child's environment and repeated respectful expectations by the teachers would happen long before an Action Plan was created. Termination of enrollment, although rare, is sometimes necessary when a child is unable to control their actions. If a child is incapable of stopping themselves from hurting others, for example, and does not show understanding of their actions or remorse, then unenrollment is a possibility. We do not want to ever unenroll a child, so this happens only in extreme cases.

Also, chronic late pick up of a child 7 or more times in a school year may result in termination of enrollment. Our late pick up fee is \$25 to help off-set time lost for our teachers who have missed part of their lunch (half day pick ups) or paying late fees themselves for the late pick up of their own child at other schools (full day pick ups). Late pick up fee checks should be made out to the teacher, not Sunrise. Please make every effort to pick up your child on time, thank you.

Vacation Credit

There is no vacation credit offered. We strongly urge families to take their vacations during planned school holidays (Winter Break or the first week of July) OR during the month of July when tuition rates are weekly instead of monthly.

Parent Code of Conduct

At Sunrise Montessori, we hold the safety and care of your child with the utmost concern and respect. Just as we set guidelines for appropriate behavior from our students, we also have certain expectations from all adults who come to our school. What follows is our Parent Code of Conduct:

- Children are always listening, so we insist that parents and their guests use appropriate language while on Sunrise property (no foul language).
- Disagreements, whether parents, or any child anywhere at Sunrise is unacceptable. We treat everyone in a professional, respectful manner and expect the same in return.
- We have a zero tolerance policy regarding threats or threatening behavior, whether from child or adult.
- We have a duty to provide a safe environment for our staff, students and their families. Corporal punishment is prohibited while on Sunrise Montessori's property (this includes parking lot and bathrooms).
- If an adult attempts to pick up a child while appearing intoxicated by alcohol or narcotics, we will not release that child to that person and will call approved adults on the pick up list.
- Sunrise Montessori strives to follow all court-mandated and/or parent agreement custody arrangements, however, unless we receive official paperwork stating otherwise, no parent will be barred from visiting or picking up their child.
- Whoever signs the Enrollment Agreement for care with Sunrise Montessori is legally responsible for tuition payment and will be the adult we contact when tuition is late.
- Any violation of the Parent Code of Conduct may result in immediate unenrollment.

Arriving for the Day

Sunrise Montessori is open year round excluding posted holidays from 7AM - 6PM with our academic day beginning at 8:00AM (Half-Day students are picked up by 12PM). Parents are requested to see that their child(ren) arrive(s) on time to reap the full benefit of the Montessori environment. If children arrive late, they are missing out on valuable class time. Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing to students, disrupt their schedules, require readjustment to the class routine, and slow down learning. Parents are urged to make every effort to schedule doctor, dentist, and other appointments for times outside the academic portion of the school day (8AM - 11AM). This will reinforce the importance of school and will prevent the student from getting behind in his/her learning.

In case of absence these procedures should be followed:

- A call to the school office to inform the school of the child's absence should be made as soon as possible. Our telephone number is 512-341-2883. Please leave a message if necessary.
- Please inform us of an impending absence by email, phone, or note placed in the Director's Box.

>>>Please note: As part of our job every morning, we may check the general health and well being of our students when they are dropped off. For example, we may ask a question about how the child feels, how the child slept last night, and any other question of the child or parent. These questions may lead to a discovery that the child is not well. We care about the health and well being our children. This is also a State of Texas standard we must follow to ensure a healthy school, so this is a normal conversation we have with all our families and is to be expected.

Communication/Parental Notification

The more accurately informed we are about your child, the better we can care for him /her. Please inform your child's teacher of any changes at home in the child's life that may have an effect at school.

- Please read all signs and notes posted.
- Please check your child's cubby daily.
- Please update Administration with an email address if applicable, so that we can contact you more easily.
- Please do not rely on verbal messages. In order that we may accurately inform all appropriate staff members, please write down your message and put it in the Director's Box or hand it to your child's teacher. (Verbal messages are too easily forgotten in the activity of caring for your child.)
- Feel free to call the school to talk to the Director or Administrator about any concerns you may have. Your child's Teacher, the Director or Administrator will return your call at their earliest convenience.
- Parents are notified by phone and possible email if your child has fallen ill or is injured. We call all the numbers you provide if we cannot reach you on your first number. Please do not forget to let us know when your phone numbers have changed, thank you.

Parent-Teacher Conferences

Informal conferences can be arranged and may be held at any time. If you have any questions or comments, please feel free to contact your Teacher first, then if necessary the Director or Administrator. Each classroom has a scheduled teacher "talk time" one day each week. This "talk time" is a time that you or your child's teacher may request to discuss your child's progress. Formal conferences are held twice a year, in January and June. The formal conferences give parents and staff an opportunity to discuss the child's social, physical, emotional, and cognitive development. Both parents are encouraged to attend as only one conference per family may be scheduled. Recording of conferences is not allowed. Check the School Calendar for the times of year that formal conferences are held. Your child's teacher will have a calendar of conference appointment times available and will post it outside the classroom.

Parent Participation

Parents are invited to participate in our program in a variety of ways. They are invited to help in the classroom or to come in and share a special interest or skill. We also welcome parents to share family cultural traditions throughout the year. Please contact your child's teacher with your level of interest.

Tardiness

1. The academic school day officially starts at 8:00AM.
2. Students are considered late if they are not signed in and in class by 8:00AM.
3. Late arriving students will be escorted into class, if needed, by a staff member so as to not disrupt the learning environment for the class, thank you.

Sign-In and Sign-Out Procedure

Signing your child in and out of Sunrise Montessori is required by the State of Texas. We have created an updated way to sign you children in and out using a computer. This method is compliant with the Texas Licensing regulations. Each child will be signed in and out by the parent with their fingerprint or ID/password they create. To register your child in the system, you will be provided with a six digit Temporary Registration Number that you will use only once. The software will guide you through and will capture your fingerprint for future logins. When your child's name appears on the screen, just click on the box to check them in and out. The screen will state whether they are logged in or out as well as other information such as tuition that may be due or required immunizations that are coming up. If this system ever needs maintenance, a sign-in/out sheet will be provided. Children should go to a teacher to say hello or good-bye as they come or go. This is a good lesson in manners and courtesy. At minimum, please make eye contact with a supervising teacher before you leave when dropping off or picking up your child. The staff is then able to take note of which children have arrived or left for the day.

Check Out Responsibilities

When a parent checks their child in or out, it is the parent's responsibility to walk the child to a caregiver and make contact with the caregiver to assure she is aware that she is now caring for your child. When the parent picks up their child at the end of the day, as soon as the parent has taken their child's hand, the parent is then legally responsible for their child whether the child has been signed out or not. Please take care to watch your children when you pick them up to ensure they are with you at all times, thank you. Sunrise Montessori cannot be held liable for harm or neglect when we are not directly providing care for your child.

Mysterious Objects

Many of our classroom materials consist of small attractive objects that are appealing to children. If you find any "mysterious objects" in your child's possession, please return them to school, thank you.

Ground Rules

- We respect each other and our teachers.
- We listen and follow directions.
- We respect the work of others and will not misuse materials.
- We take care of our environment.
- We walk and use inside voices in the classroom.
- We do not hurt anyone in any way.
- We are kind and loving to each other.

The purpose of these ground rules is to aid the children in acquiring self-respect, respect for others, and respect for the environment.

Outside Rules

- Keep the pebbles in the pebble area (no throwing or carrying pebbles elsewhere).
- Sit on picnic benches and chairs, not tables.
- No rough physical contact.
- Be respectful of nature.
- No throwing objects at others.

Note: For hot and very cold days, children only go out for short periods of time and we always have water available.

Clothing

- Young children should come to school in clothing that is easy to slip on and off. We do not recommend belts, suspenders, or overalls. For more peaceful play, we ask that you do not send your child to school in clothing that encourages aggressive behavior.

- Please do not dress your child in superhero clothing if s/he tends to portray that character.
- Children are required to have a change of clothes in their cubby at all times. For those who are only recently toilet-trained, please leave at least five pairs of both underwear and pants. Check for soiled clothing in bags in or above your child's cubby. Please label and keep the clothes in their box. It is the parent's responsibility to make sure that clothes are replaced as needed.
- To promote safety students must wear closed-toe shoes. Sneakers are recommended. Sandals, mules (slip on shoes), and flip-flops are prohibited.
- Clothing that is excessively baggy and can interfere with a student safely moving will be prohibited.
- A student's appearance may not interfere with the educational process, nor pose a health or safety hazard. If necessary the parents will be notified and the student may be sent home. The school reserves the right to prohibit clothing or accessories that are revealing, too short, exposes the midriff, has holes, and/or has statements on them that promote discrimination, hatred, or advocate illegal activities or aggressive behavior.

Lunch

Lunch is brought from home and is a quiet, social time when good manners and polite conversation are encouraged. The children participate in setting the table, preparing for lunch, and tidying up after lunch. It is the responsibility of the parent to insure that the lunch provides approximately one-third of the child's daily nutritional requirements, as required by state law. Fruit juices should be 100% juice with no sugar added. Please read labels carefully. Please pack a balanced, nutritious lunch for your child. Please do not send candy, cookies, or any food with high sugar content, particularly but not limited to energy bars and soda. **You are welcome to send a warm lunch for your child, however, please be aware that the Pre-Primary classrooms (Sweet Peas, Snapdragons and Doodlebugs) do not have access to microwaves. Hot foods, therefore, must be sent in an insulated thermos to keep the food item warm enough for lunch.** When preparing your child's lunch in a **Primary classroom**, please keep in mind that although we are willing to heat up lunches, there is a class full of students eating lunch and only one microwave oven. All food items should ideally be ready to eat. Your child may be away from home for up to ten (10) hours during the day, and it is extremely important the food that s/he consumes fosters excellent growth and development. Please do not send Lunchables, TV dinners, any form of chocolate including chocolate milk, candy, chips, or cookies. A handmade sandwich with fruit and crackers, for example, is an excellent packed lunch choice. Please see our lunch box suggestions form located in your enrollment folder. **Sunrise Montessori is a nut-free school due to the high amount of children in our care with nut allergies.** Thank you for not packing nuts or nut-laced foods in your child's lunch.

What we do if we find things like chocolate, chocolate flavored food, and/or nuts including peanut butter in your child's lunch: After removing the item, if it's a drink like chocolate milk, we replace it with water. If it's a food item, we replace it with crackers or another afternoon snack that we have on hand.

Lunch Bag

The following should be included in your child's lunch bag: Ice pack(s) if something needs refrigeration; plastic container with your child's food in it; sealed tumbler or drink bottle with drink already in it, or juice box; napkin; a small placemat (optional). Please label everything: the lunch bag, cup, lunch container, placemat, and any silverware. Whatever your child does not eat will be put back in their lunch bag so that you can see how much s/he ate that day. Caution: Please do not allow your child to eat any perishable food from his/her lunch box upon pick-up from school; the food is contaminated and not safe to eat at that point. It is sent home strictly so that you are aware of what was eaten that day. Juice boxes, open food containers such as applesauce, and disposable items will be thrown out.

Snack

Sunrise Montessori offers a fruit snack in the mornings (such as fresh apples, pears, or bananas) with water. In the afternoons, a "carb" snack is provided (such as popcorn, graham crackers, etc.) with milk. If your child has food

allergies, please make sure you write this on your child's admission form as well as tell your child's teacher. Also, you are allowed to provide any special milk your child may require (i.e., soy) other than the whole milk we provide.

Naps and Rest Time

Following lunchtime there is an opportunity for children to nap or rest. Parents are responsible for supplying a blanket for their child. Nap mats are provided for free. Body pillowcases can be purchased at Wal-Mart or other department store. All items should be labeled in permanent marker with the child's name. Parents will be responsible for taking home the mat/pillowcase and blanket and laundering the items over the weekend, remembering to bring them back on Monday morning. Your child may bring a small, soft "nap buddy" to hold during naptime. The nap buddy will remain in his or her cubby until nap time and be put back immediately following naptime. Please discuss with your child that the nap buddy is for naptime only, thank you.

Departure

Sunrise Montessori is open from 7:00AM - 6:00PM. Our Half-day program hours are 7:00AM - 12:00PM. A Late Pick-up fee will be charged if your child is picked up late. Please consult your Enrollment Agreement for fee amounts. Please call us if you will be picking your child up after 6PM so we know someone is coming, thank you.

Pick-up Policy

Occasionally you may wish to arrange for someone other than yourself to pick up your son and/or daughter from school. We ask your cooperation in insuring a smooth pick-up of your child when this occurs. On the Admission Form, there is a section the parent can fill out for approved adults who are allowed to pick up their children. If that is not filled out OR if a different adult is scheduled, please follow our policy below.

Please:

- Notify us in writing that a different person will be picking up your child. We need to know the adult's full name, relation to the child, and time of pick up.
- Give note to Administration.
- Prepare your children ahead of time by letting them know that someone else will be picking them up.
- Please inform the authorized person that we will be asking him/her to show a photo I.D.
- For security reasons, do NOT give them your child's code for signing in. Please ask the pick up person to knock on the door, thank you.

Non-school Related Items at School

Experience has shown that toys are best left at home. There is always the possibility of a treasured toy being lost and/or broken at school. Encourage your child to bring an educational book, pictures, or objects from nature for your classroom's designated sharing day. None of these items should be brought to the playground. Please keep all toys at home.

Birthdays

Birthdays are an important celebration for our children. If you would like to bring in a special treat, please consult your teacher with your suggestion. One example that works well is one muffin per child. Due to constant steam cleanings in our past from children dropping cupcakes and other pastries with icing on our carpets =), we are no longer allowing any cupcakes or any type of treat that has icing on it. Birthdays at school are not intended as the child's primary celebration, so please no party favors, balloons, hats, etc. If you wish to invite children to a get-together we recommend you place the note or invitation directly into each child's lunch bag or the parent may not get it. You can also message each parent via Montessori Compass with an invitation.

Visitor Regulations

All visitors must check in with the on-site Administrator during school hours unless it is a parent dropping off or picking up his/her child.

Changes in the Home

In the event that a significant change occurs in the home that could cause distress in the child, parents should inform the teachers as soon as possible. Common causes of distress include parent(s) being away from home for an extended time, a new person living in the home, illness of a family member, an accident or death in the family, a new caregiver, moving, the death of a pet, parents' separation, or divorce. All information will be regarded as strictly confidential.

Non-School Days

In order to provide the children and staff much needed rest, time with their families, and/or staff training, the school will be closed on various days throughout the year. See annual school calendar for Non-School Days. It is on our website at www.sunrise-montessori.com.

Tobacco Policy

No person is allowed to possess any form of tobacco on school grounds. This includes smoking. Our school grounds begin at the entrance of our parking lot.

Illnesses and Food Allergy Plan

If a child comes to school sick, the chances of a large number of children contracting whatever the illness the child has are obviously greatly increased. The children move freely throughout the environment as well as share and handle many materials. Germs have the potential to spread quickly. Even though we are sanitizing table tops, door knobs, and materials on a daily basis to keep this at a minimum, with your cooperation we can establish a healthier environment for all the children. When your child is sick, we ask that s/he be cared for at home.

As required by State regulations: If your child has had any symptoms of illness, particularly nausea, vomiting, diarrhea, and/or fever (100 degrees or higher), s/he may not return to school until s/her is free from these symptoms for 24 hours. A child's temperature is taken under the armpit (per accepted medical guidelines, if a child's temperature is taken under the armpit, one degree is added on to the taken temperature to get an accurate full temperature). If your child is taking antibiotics, s/he must have begun treatment 24 hours prior to returning to school. If your child becomes ill at school, s/he will be isolated and you or an authorized person listed on the emergency form will be notified immediately in order to pick up your child. If your child is diagnosed with a contagious illness please notify the Director or Administrator immediately to insure the health and safety of all of our students and staff. Confidentiality will be strictly enforced, however, we must notify other families of a contagious illness. If your child has been diagnosed with something contagious it will be at least 24 hours before s/he may return to School. Illnesses requiring your child to stay home include pink eye, strep throat, ringworm, head lice, etc.

All licensed schools are now required to obtain a *Food Allergy Emergency Plan* for each child with a known food allergy that has been diagnosed by a health care professional. A food allergy emergency plan is an individualized plan prepared by the child's doctor that includes a list of each food the child is allergic to, possible symptoms if exposed to a food on the list and the steps to take if the child has an allergic reaction. The child's physician and parent must sign and date the plan. If your child has a food allergy, please let us know so we can explain what the State now requires.

Medications

- Prescription medication will be administered only with a medication authorization form completed and signed by the parent. Specific times must be listed. "As needed" is not sufficient.
- If the medication is over-the-counter, it has to clearly state what dose is given for your child's age or we cannot administer it (for example, if you send Benadryl and it states that for children under six years old "consult your physician," then we cannot administer it to your child without a doctor's note - this is state law).
- Prescription medication must be in the original prescription bottle.

- If a student needs to take medication at school, ask the pharmacist for a second bottle and send only the tablets/ liquid needed at school. It is preferred that you request from your child's physician to prescribe medication that may be given twice a day (in the morning and evenings).
- Any and all medication to be given during school hours must be labeled with the child's name.
- Medication is to be placed in our Medicine Cabinet in the front kitchen in a Ziploc bag. It is not acceptable to send it in a child's lunch box, etc. No medication will be administered without a signed medication form. Forms are provided in our Medication Cabinet in the front kitchen. **IMPORTANT:** You must hand the medication form to your child's teacher! Otherwise there is no way for her to know your child has medication needs.
- If a child takes medication daily, it is the responsibility of the parent to make sure that there is enough medication. The school is not responsible for medication that has run out.
- Please do not send any vitamins or any other medications in lunch bags. This is a serious health hazard to the other children on campus. If any are found they will be taken to Administration and the parent will be phoned.
- Medication will not be administered for longer than two weeks.
- Only medication that is easy to dispense (less than a minute) will be given. If your child needs medication administration that requires more time, such as a nebulizer, then a family member can bring it in at the time the child needs it and administer to him/her personally. We have no nurse on staff and are not set up to administer medication that requires more than one minute of time.
- Sunscreen, insect repellent spray and diaper rash ointment/cream do NOT require a MA form.

Immunization and Vision/Hearing Requirements

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed affidavit exemption on file. All needed immunization records must be received prior to the child attending school. If your child does not have immunizations on file, s/he will not be allowed to attend classes until the situation has been remedied. Please bring any updated immunizations records to Administration. Please see attached form for what immunizations are required and at what stage of your child's age. Every child must have an annual vision and hearing test (your doctor's office can provide this service) beginning at age 4 years old and every year until age six years old. Please provide us with a copy, thank you.

Parent Information

Every Teacher has a binder of all students' parent contact information as well as physician information. Parents are asked to notify Administration immediately if an address or telephone number changes. Please keep in mind that if your child was to have an accident and the information we have on record from your Admission form is incorrect, we have no way to contact you.

Accidents/Incidents

All accidents/incidents will be reported immediately to the Director or Administrator. The teacher is ultimately responsible for preparing a written accident report for the parent and the student's file.

In case of a Minor Accident:

A staff member will tend the child. Appropriate first aid will be administered when needed (soap and water and/or alcohol swab, an ice pack, bandage), and the injury will be reported to the person who picks up the child. Depending on the situation, the parent may be called.

In Case of a Serious Accident or Medical Emergency:

- The parent or person responsible for the child will be notified.
- For serious injuries the Director and/or Administrator will call 911. (Parents will be expected to assume responsibility for any expenses incurred.)

- If the child needs to go to the hospital and the parents cannot be reached, s/he will be transported to the nearest hospital.
- A staff member will accompany the child to the hospital and take his/her file folder with them in case emergency care is needed.

In Case of Fire:

- The signal to leave the building is a continuous blast by the alarm.
- Students will follow their Teacher out of the classroom to the approved evacuation site (front of school, sitting on the curbs around the parking lot).
- The Administrator will check all rooms, then follow the classes out, and check the roll sheet, accounting for every person after the teacher has done so.
- The signal to return is given verbally to all groups.
- When safety has been established, the class returns.

A fire drill is given each month.

Severe Weather

Sunrise Montessori will be closed if severe weather conditions exist. Please be aware that if Round Rock ISD announces its closing of their schools, then Sunrise Montessori will be closed as well. We will not announce this ahead of time, so please follow Round Rock ISD's announcements on their website (www.roundrockisd.org). School district special opening and closing instructions will also be announced to parents and staff on the local radio and TV stations. If the school district begins school late, such as a two-hour late start, then Sunrise Montessori does the same. Please be aware that there will be no make-up days or reduction of tuition should the school close due to severe weather.

In the event that the weather becomes severe after children have been dropped off, attempts will be made to notify parents by phone. Listed emergency contact individuals will also be phoned if we are unable to reach either parent. Announcements will be made on the local radio and TV stations regarding school district closing information. Sunrise Montessori staff will make certain that children are well cared for in the event that the weather has prohibited parents from timely pick-up.

Tornado/Hurricane/Severe Thunderstorm/Emergency Situation Requiring Evacuation/Lock Down

In the event of a tornado/hurricane/Lock Down or severe thunderstorm warning, children will be moved immediately to a safe corridor or an area that has been designed as a tornado/ hurricane evacuation site. If an emergency situation arises such as but not limited to a fuel truck accident on the freeway where fumes are blowing in the direction of our facility, then all parents will be called to pick up their child and/or moving all children across the street to the backside of Planet Fitness. Evacuation would only happen in extreme circumstances where staying on the school property is not possible. Any non-mobile child under the age of 24 months (child who cannot walk) will be evacuated in an emergency evacuation crib for all drills and actual evacuations of the building.

Loss of Utilities

Water/Power/Heat/Air Conditioning: In the event there is no water or power or no heat in cold weather or no air conditioning in hot weather for a period of time that would threaten the safety and welfare of the children, parents will be contacted to pick up their child(ren).

Water Loss: If there is no water for more than two hours, parent will be notified and the school will be closed.

Power Loss, No Heat, No Air Conditioning: The school has flashlights in each classroom (each classroom has multiple windows as well and we only operate during the day, so complete darkness is not an issue) for Power Loss issues. In the event that there is no heat, the teachers will dress the children in their coats and, if possible,

blankets will be used. If there is no air conditioning, children will be dressed in a cool manner and given plenty of water to drink. If there is no power for more than two hours, the parents will be notified and the school closed.

Transportation/Water Activities/Field Trips/Animals

No children at Sunrise Montessori will be transported (no after school programs), engage in water activities (no swimming), or go on a field trip. We bring clowns, animal shows, puppet shows, and an annual carnival to the school so that field trips are not necessary. Except for an animal show, animals are not allowed for any reason at Sunrise Montessori due to possible allergies.

Classroom Transitions

If your child is transitioning from our Pre-Primary classroom to a Primary classroom, your child must be able to successfully display certain behaviors and meet specific milestones. The following is a general list of what we look for in a Pre-Primary child who is ready to transition to a Primary classroom: verbally communicates well (normal language for a three year old; can explain what they are feeling and thinking to an adult where the adult understands them), go to the bathroom on the toilet (no diapers), and be emotionally ready for this more mature classroom setting. Once the Pre-Primary classroom has a range of ages that is greater than 18 months, we have no choice but to unenroll the three year old (this is a State requirement and we can lose our license if we do not abide by it). Depending on the child's development and readiness, a child may be transitioned earlier than 36 months old. However, a child who is at or greater than 36 months old of age is in danger of unenrollment if s/he is not yet potty trained or displaying behaviors that prevent his/her successful transition, such as, sleeping outside the normal napping time of day of 12PM - 2:30PM, more than three temper tantrums in one school day, etc. Please speak to Administration for clarification or more information.

Breastfeeding

Sunrise Montessori supports Texas Law regarding breastfeeding. If a mother would like to breastfeed her child, our designated areas for doing so are one of our offices or our couch in building 2's entryway.

Suggestion Box

Have a great idea? We would love to hear about it! Please place your suggestion in the Director's Mailbox located near the main entrance. Tuition checks, updates in information (like phone numbers, etc.) and comments can all be placed in the Director's Box. It is checked regularly.

Viewing Minimum Standard Rules and Licensing Report

Please ask us if you would like to view a copy of the state's Minimum Standards. Our current and last Licensing visit report will be displayed at all times on the bulletin board in the entryway. Licensing contact information, including their phone number and abuse hotline number, are displayed on the bulletin board in the entryway. The Department of Family and Protective Services website is <http://www.dfps.state.tx.us>. You may contact the local licensing office at 512-388-6240, or the DFPS child abuse hotline at 1-800-252-5400.

The area within 100 feet of Sunrise Montessori is considered a gang free zone, therefore concealed and unconcealed weapons are not allowed on Sunrise property. Please visit www.cpsc.gov for recalled children's products. Sunrise Montessori receives e-mails directly concerning any recalled children's product. If a recalled item is located in our building, it will be removed immediately.

General Information

- We are a nut-free school! Please do not pack any nut products, like peanuts, almonds or walnuts, in your child's lunch.
- Sunrise Montessori carries liability insurance.
- Our Tax ID # is: Sunrise Montessori Preschools, Inc. 30-0357912

Discipline and Guidance Policy for Sunrise Montessori

Parent Copy

1) Discipline must be:

- a) Individualized and consistent for each child;
- b) Appropriate to the child's level of understanding; and
- c) Directed toward teaching the child acceptable behavior and self-control.

2) A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- a) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- b) Reminding a child of behavior expectations daily by using clear, positive statements;
- c) Redirecting behavior using positive statements; and
- d) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

3) There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- a) Corporal punishment or threats of corporal punishment;
- b) Punishment associated with food, naps, or toilet training;
- c) Pinching, shaking, or biting a child;
- d) Hitting a child with a hand or instrument;
- e) Putting anything in or on a child's mouth;
- f) Humiliating, ridiculing, rejecting, or yelling at a child;
- g) Subjecting a child to harsh, abusive, or profane language;
- h) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- i) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies that I have read and received a copy of this discipline and guidance policy.

Parent Copy

Signature

Date

Nutrition Acknowledgment

Name of Child

I am aware that I am responsible for providing my child's lunch. I am also aware that Sunrise Montessori will be serving nutritious snacks and is not responsible for balancing nor meeting my child's daily food requirements.

Parent Signature

Date

Parent Handbook - Receipt of Copy and Acknowledgement

Name of Child

I acknowledge that I am aware that Sunrise Montessori's Parent Handbook is posted on Sunrise Montessori's website at <http://sunrise-montessori.com/tuition-programs>, am responsible for reading it and following the policies and procedures mentioned therein.

Parent Signature

Date

Safe Sleep Acknowledgment (for children 12 months or younger only)

Name of Child (12 months and younger only)

I am aware that there is a Safe Sleep Policy section in Sunrise Montessori's Parent Handbook that the staff follows, am responsible for reading it, and asking any questions.

Parent Signature

Date

Medication Authorization Form

I hereby request a Sunrise Montessori Staff Member to administer the medication named below to my child. I understand that medication must be in the original container, labeled with the child's first and last name, and with directions for child's age to administer the medication. Prescribed medication must include the date and name of physician on the container. Sunrise Montessori is not responsible for medication that has run out. By signing below, I release Sunrise Montessori and its employees from all liability for reactions, which my child may suffer from this medication.

Child's Full Name _____ Today's Date _____

Name of Medication _____

Dosage _____ Time to be given/ How often _____

Parent signature _____

Please hand this completed form and medication to your child's teacher. Thank you!

<u>Dosage Given</u>	<u>Date/Time Given</u>	<u>Employee Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Parents: Please feel free to tear this off from the packet and use it should you need it.



OPERATIONAL POLICY ON INFANT SAFE SLEEP

Purpose: This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at **Sunrise Montessori Preschool** and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age and cannot walk, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, we use sleep clothing called a **sleep sack** as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy at:
<http://www.dfps.state.tx.us/policies/privacy.asp>.

SIGNATURES

This policy is effective on: _____ (date)

Child's name:

Signed by:

X

Director/Owner

Date signed:

Signed by:

X

Staff member

Date signed:

Signed by:

X

Parent

Date signed: