



Summer Camp Parent Handbook

60 Limmer Loop
Round Rock, TX 78665
Tax ID# 30-0357912
SunriseEast@Sunrise-Montessori.com
www.Sunrise-Montessori.com

Updated 02/11/18

Table of Contents

Page 3

Letter from our Director

Page 4

General Camp Information
Procedures for the Release of Children
Illness and Exclusion Criteria/Medical Emergencies
Emergency Preparedness Plan
Medication
Procedures for Parental Notifications

Page 5

Discipline and Guidance
Suspension/Expulsion

Page 6

Lunch/Snacks
Allergy Plans
Safety of Consumer Products
Immunizations
Animals

Page 7

Enrollment Procedures
Sunscreen/Insect Repellent
Water Activities
Health Checks/Lice
Ratios
Visiting Sunrise Montessori
Transportation/Field Trips

Page 8

Fees/ Payments
Typical Day at Camp
What to Bring to Camp
Licensing Inspections Reports/Minimum Standards/Contacting DFPS

Page 9

Statement of Understanding

Page 10

Before you go





Dear Parents,

Welcome to Sunrise Montessori's Summer Day Camp where we provide a happy, healthy environment for children to learn and grow! Campers gain a sense of achievement, build relationships, and find their sense of belonging. For campers, camp provides opportunities for physical, social-emotional, and cognitive learning experiences. And for parents, camp offers peace of mind knowing their child is in a safe and enriching place. Camp will emphasize responsibility, creativity, a positive attitude and respect. Sunrise Montessori staff model these values and teach these skills during all camp activities.

Caring adult staff, age-appropriate curriculum, and low ratios ensure campers with a summer of fun, enrichment, and achievement and you with the confidence that your camper is laughing and learning in a safe environment. Kinder camp will enjoy one field trip per week while our older campers can look forward to two field trips every week! And all campers will be able to engage in splash play every Wednesday! Field trips will include places where kids want to go like The Thinkery, Pump It Up!, and the Austin Aquarium. Please check out our summer calendars to find out about all our happenings.

Stay connected with Sunrise Montessori and your camper. Visit our website for details on field trips. Like us on Facebook and Instagram as you view pictures of campers having fun!

Should you have any concerns regarding your child's camp experience, please contact us. We cannot answer your questions or remedy your concerns unless we are made aware of the issue.

We look forward to meeting you, and extend a personal invitation to your camper for a summer full of fun and friendships! Thanks for choosing Sunrise Montessori's summer camp program!

Sincerely,

Michelle Grumbles

Michelle Grumbles
Director

General Camp Information

Sunrise Montessori Summer Camp is open Monday through Friday from 7AM to 6PM beginning June 4, 2018 until August 15, 2018 (Round Rock ISD's first day of school is August 16, 2018). We are closed from July 2 – 6, 2018 in observance of Independence Day but also to give our hard working staff a summer break (our staff works year round). Our After School program begins the week of the first day of school of Hutto ISD and Round Rock ISD and we pick up from Paloma Lake ES and Veterans' Hill ES (please visit our website if you would like to sign up). Our year round calendar is posted on our website. We are closed on MLK Jr. Day, the last two days of Round Rock ISD's spring break, Memorial Day, the week of 4th of July, the first business day of August, Labor Day, Thanksgiving and the day after, and from 12/24 to 1/1.

Procedures for the Release of Children

Parents or authorized adults must check in their camper with our staff at drop off and pick up. Children will only be released to authorized people who are listed on the child's enrollment forms. Authorized persons must bring a photo ID in order for a child to be released from the program. A child will not be released to anyone who is not listed on the enrollment form, unless we are notified by the parent or guardian that an additional person is picking up the child. IDs will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out and will not be allowed to stay on the premises after being signed out. Children will not be allowed to leave the facility to walk or ride their bike home. All authorized pick-ups must be at least 18 years old and present a valid ID to sign out a child.

Illness and Exclusion Criteria/Medical Emergencies

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In cases of serious illness or injury, the Director will contact parents immediately. If the parent cannot be reached, the designated emergency contact will be called. We will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility. Please keep sick children at home. Children with 100+ degree fevers, experiencing vomiting, diarrhea, or other infirmities are not allowed to attend camp until fully recovered and symptom free for 24 hours without the use of fever-reducing medication.

Emergency Preparedness Plan

Sunrise Montessori has an emergency preparedness plan customized to our location and facility. Weather drills are practiced regularly. We monitor bad weather and take precautionary measures to keep children safe during severe storms. Our emergency exit plans are posted throughout our facility.

Medication

All medication to be administered by our staff must be:

- Delivered directly to the Director and be in the original container, with physician's name/number.
- Signed Medication Authorization Form with clear written instructions regarding dosage and times to be administered

Also:

- All medication will be kept in a cabinet in our office and will only be administered by our Director, Owner or other Administrator.
- It is the parent's responsibility to pick up all medication at the end of each day or week. Any medication left after the last day of camp will be discarded.
- Medication that has expired will be sent home and parents notified to provide a replacement.



Procedures for Parental Notifications

If your child becomes ill or injured while in our care or our building has no power or water for over two hours, we will call the first parent listed on the child's registration form. If there is a Tornado Warning issued in our direct area, we will email the first email address listed on the child's registration form. If we are not able to reach that parent, we will move on to the next parent or authorized pick up person listed and so on. If we are not able to reach anyone, we will email all email addresses listed. Please put our phone number in your cell phone so that you will recognize us if we are trying to contact you.

Discipline and Guidance

The Texas Department of Family and Protective Services (DFPS) requires all licensed child care providers to present the policies that govern the care of children enrolled. Sunrise Montessori adheres to the following policies:

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance, encouraging self-esteem, self-control, and self-direction which include the following:

1. Using praise and encouragement of good behavior
2. Reminding a child of behavior expectations
3. Redirecting behavior using positive statements
4. Brief supervised separation or time out from the group, limited to no more than one minute per age of child

There must be no harsh, cruel or unusual treatment of any child. The following types of punishment are prohibited:

1. Corporal Punishment or threat thereof
2. Punishment associated with food, naps, or toileting
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet
9. Requiring a child to remain silent or inactive for inappropriately long period of time



Suspension/Expulsion

Good behavior is important to everyone. Sunrise Montessori campers are expected to adhere to basic rules which promote a good, safe and secure learning experience. When a child ignores or disregards rules, everyone's experience is diminished. A Behavior Contract is the first formal step to help solve rule violations. The Behavior Contract involves parents, child, staff, and requires participation of all parties. If your child's behavior becomes an ongoing concern, then a Behavior Contract will be issued. Failure to correct behavior may result in suspension or dismissal. Not all of the steps of a Behavior Contract will be taken every time a child breaks a rule. Disciplinary action is determined for each child

based on the severity of the action. Violence or issues compromising the safety of staff or participants on campus, on a Sunrise Montessori bus, or while attending a Field Trip will not be tolerated and can

result in immediate suspension or expulsion from the program. If a child cannot correct their behavior as listed in the Behavior Contract, then the child may be removed from camp and not allowed to return until the following summer. Sunrise Montessori reserves the right to remove a camp participant for the reasons detailed in this parent handbook. Participants may also be removed for other circumstances during a camp session that are deemed to be relevant to the safety and well-being of our participants, staff, or families. The Director or appropriate personnel will make this decision.

Termination from the program may result from:

- 1) Inappropriate behavior of child or parent that endangers the participant, other children or staff
- 2) Failure to pay fees
- 3) Consistently late in picking-up child
- 4) Inappropriate language, conduct, or action by a parent
- 5) Custody issues which disrupt the program



Please note that if termination of program occurs due to behavioral concern, no refunds or credits will get applied for the remaining days of the camp session. Any deposits and/or registration fees paid are also non-refundable or non-transferable. No exceptions. If a child is removed from camp and future weeks of camp have been paid for, that money will be refunded.

Lunch/Snacks

Sunrise Montessori has no commercial kitchen or cook, therefore, lunch must be brought each day from home unless it is provided on a field trip by a restaurant (please see field trip calendar for details). Please pack an ice pack to keep lunch items cool if necessary. Snacks will be provided in the mornings and afternoons. Snacks will be served in single serving containers. Please have your child bring a labeled water bottle every day, especially on Field Trip days. Sunrise Montessori provides chilled water in coolers to our campers. If your child has a food allergy, please see Allergy Plans below.

Allergy Plans

All licensed schools are now required to obtain a Food and/or Insect Allergy Emergency Plan for each child with a known severe food/insect allergy that has been diagnosed by a health care professional. A food/insect allergy emergency plan is an individualized plan prepared by the child's doctor that includes a list of each food or insect the child is allergic to, possible symptoms if exposed to a food or bite/sting 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 severe diagnosed food or insect allergy, Texas law requires that an Epi Pen be provided by the parent along with the Allergy Emergency Plan.

Safety of Consumer Products

According to DFPS guidelines, Sunrise Montessori will post and notify parents and staff of the Consumer Product Safety Commission (CPSC) website so that they can look up any items that may have been recalled. Sunrise Montessori is also required to certify in writing annually that no unsafe products are in the center. The Consumer Product Safety Commission's website is

<https://www.cpsc.gov>.

Immunizations

All immunizations must be current and up to date as stated by the State of Texas. Your child's immunization record, including vision and hearing screening (if required by school district), must be current and on file with the school nurse of the elementary school your child has been attending. If your child's immunization record is not on file at local elementary school, the immunization records must be submitted along with the registration information. A copy of exemption from Immunizations for Reason of Conscience must be submitted BEFORE the first day of camp. Sunrise Montessori staff is not required to obtain immunizations.

Animals

Please keep your pets home while picking up your child from camp. Sunrise Montessori has no pet animals at our facility.

Enrollment Procedures

Please refer to our website at www.Sunrise-Montessori.com. All enrollments are handled by our system online (look for the link on our homepage). This handbook is also posted on our camp page on our website. Any policy change will be sent to parents via email listed on their registration form.



Sunscreen/Insect Repellent

Sunrise Montessori is aware that summer heat in our area can be unbearable, even severe at times, and has long-term implications. We try our best to schedule outdoor activities for only short periods of time as well as provide plenty of water breaks and time in the shade. Children will not participate in outside activities when the temperature exceeds 100 degrees. In advance of planned outdoor activities, we encourage parents to apply sunscreen on their camper in the mornings before sending them to camp. We also encourage parents to send SPF 30 or higher sunblock with your camper throughout the summer for re-application at Sunrise Montessori in the afternoons. Please put your child's name on their sunscreen bottle. Children over 7 years old are taught to self-apply sun block, younger children are assisted by staff. If your child is sensitive to bug bites, parents can provide a can of insect repellent with their child's name on it. Please spray your child before sending them to camp and we will respray in the afternoons if the children go outside. Another great option is to bring sunscreen with bug repellent included in it. Sunrise Montessori does not provide sunscreen or insect repellent.

Water Activities

The only water activities campers will be involved in at Sunrise Montessori are splash play activities. Sunrise Montessori has no pool and there are no bodies of water on our property. Splash play means that we will have sprinklers the children can run through. For water activity days, children will be required to bring their swimsuit, towel, water shoes, and a plastic bag (used to send home their swim suit, water shoes, and towel after splash days). Remember to label everything with at least your child's initials. We encourage children to have on sunscreen before being dropped off and to bring a bottle of sunscreen with their name on it as well to keep at Sunrise Montessori for the duration of Summer Camp.

Health Checks/Lice

Sunrise Montessori will conduct a health check of a child if a child appears to be sick, injured or has contracted head lice. Sunrise Montessori will contact the parents of any child who is found to have head lice. That child will be asked to be picked up immediately and will be allowed to return only after a successful treatment which results in the complete removal of live lice and nits. Sunrise Montessori will notify all other parents if a child is found to have lice. Upon return, the child's head will be checked by Sunrise Montessori staff. Children with pink eye should stay home, but may return 24 hours post-treatment once they are no longer contagious. There is no financial or time compensation for missed days for any reason.

Ratios

The Texas Department of Family and Protective Services requires a minimum of one staff per 22 to 26 children. Sunrise Montessori is proud to offer a 1:15 ratio for on-site activities and a 1:10 ratio for water play and field trips.

Visiting Sunrise Montessori/Parent Questions

Parents are allowed to visit our property at any time their enrolled camper is on site during our hours of operation. No prior approval is required. Parents are not allowed to participate in the children's activities with the exception of field trips. Parents are encouraged to discuss with the

Director any questions or concerns about Sunrise Montessori's policies, procedures, transportation, field trips, and/or activities of our operation by asking in person, by phone or by email at any time.

Transportation/Field Trips

Field trips are planned for each week of the summer (please see our Summer Calendar on our website for specific field trips and dates). Camp trips and locations have been selected to enhance the theme for the week. All campers will be provided with a Sunrise Montessori t-shirt to wear over their clothes on field trips. After the field trip is over, the shirts will be returned and held until the next field trip.

All campers are required to wear their Sunrise Montessori shirt on each field trip day in order to participate. Field Trips are usually 2-3 hours in length (but can be longer).

Transportation is provided by Sunrise Montessori's bus and staff. Children must be at camp no later than 8:30AM on a field trip day unless otherwise noted on the weekly activity plan. Field trips are subject to change due to transportation, weather, and unforeseen events. If a Field Trip has to be cancelled or rescheduled, all families will be notified via email. Most trips will return to the day camp site by 12:30 PM. Traffic and child management concerns may delay returns to the site. Our Field Trip Leader will call Sunrise Montessori once the children have arrived at the destination safely, and again when they are headed back to Camp. Please be patient as our concern is always the safety of your children. Estimated departure times and arrival times will be posted on the outside of the classroom door the day of each field trip as well as indicated on the weekly update. On Field Trip days: wear good walking shoes, apply sunscreen in the morning before camp, possibly bring a hat (depending on field trip destination), arrive by 8:30AM, bring your labeled water bottle, and wear your field trip shirt. Also, some Field Trips will include lunch, or require a picnic sack lunch (please see our Summer Calendar and Weekly Update for details). On picnic lunch days, be sure everything is disposable and in a labeled gallon size Ziploc bag. A labeled back-pack or other type of bag will help your camper stay organized all summer long. We have to have a 10:1 ratio for field trips as mandated by the DFPS, so we may need a couple parent volunteers to help us. Please let us know if you would like to volunteer! All volunteers will be required to submit a simple background check form to the Director prior to joining us on a field trip.



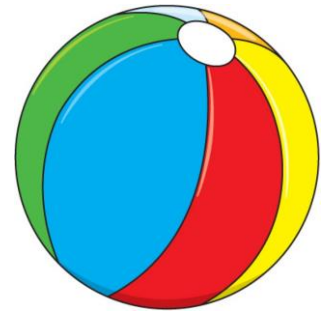
Fees/Payments

Sunrise Montessori's Camp Registration Fee and Deposit must be paid the week before camp. Camp fees are posted on our website at www.Sunrise-Montessori.com. We strongly encourage parents to pre-enroll well in advance to reserve their child's spot. The balance of the camp fee will be charged on the credit card used online to pay registration fees on the Thursday before camp starts. Any campers picked up late will pay a fee of \$2/per minute per child after 6:00PM and this fee will be charged to the credit card on file.

If your child has not been picked up by 6:30pm and Sunrise Montessori has had no contact with the parents, the proper authorities will be contacted. Please note that any late fee charges will be added to the account and charged the following business day.

Typical Day at Camp

7AM – 8AM: Drop off
8AM – 9AM: Outside activity
9AM - 10AM: Morning snack, Activity Preparation
10AM – 12PM: Field Trip, splash play or other calendar activity, depending on the day
12PM – 1PM: Lunch
1PM – 3PM: Theme-related activity
3PM – 3:30PM: Afternoon snack
3:30PM – 5PM: Unstructured free time
5PM – 6PM: Camper free time, clean up, prepare to go home



Please see our Summer Calendar posted on our website or at our school for more information.

What to Bring/Not Bring to Camp

Please have your camper bring the following to camp: bag with lunch and water bottle, hat, sunscreen, towel/swimsuit if a splash day.

Please do not have your camper bring anything of value, like a cell phone or toy, water gun or money (unless notified otherwise).

Licensing Inspection Reports/Minimum Standards/Contacting DFPS

A copy of the DFPS Site Inspection Report is posted on a bulletin board in Sunrise Montessori's entryway. A copy of the DFPS Minimum Standard Rules are located on their website at https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp. Parents may contact the Licensing Office of DFPS at 14000 Summit Drive, Suite 100 Austin, Texas 78728 or (512) 834-3426. The DFPS website is https://www.dfps.state.tx.us/Child_Care/default.asp. The Texas Abuse and Neglect Hotline's website is <https://www.txabusehotline.org/Login/Default.aspx> and their phone number is 800-252-5400.

Statement of Understanding

As the parent of a child in Sunrise Montessori's camp program, I understand that:

- 1) I may not leave my child on Sunrise Montessori's property unless a Sunrise Montessori staff member is present AND you have checked in your child with them.
- 2) If I, or another authorized person appears under the influence of drugs or alcohol, Sunrise Montessori staff is empowered to contact local law enforcement authorities and place my child in their custody. I will not place staff in a position to make this judgment.
- 3) I understand that my child will not be allowed to leave the program with an unauthorized person or staff.
- 4) Sunrise Montessori is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. The Child Abuse Hotline is 1-800-252-5400.
- 5) I will be charged a Late Fee of \$2 per minute if I fail to pick up my child by 6:00PM.
- 6) Sunrise Montessori staff is not allowed to babysit or transport children outside of program hours.
- 7) A student Behavior Contract is the first formal step to help resolve repeated rule violations on the part of my child, and involves me, my child and staff. Refusing to sign the Behavior Contract does not nullify the contract. Failure to correct specified inappropriate behavior may result in my child's suspension or dismissal from the Camp or Afterschool program.
- 8) I will be notified of any policy changes made by DFPS, DSHS, or Sunrise Montessori via printed or email newsletter made available at the childcare site.
- 9) I will update all information records in person at the camp or afterschool site including change in telephone/mobile contact numbers, emergency information and unauthorized parties for child pick up.
- 10) I understand that my deposits and registration fees are non-refundable/non-transferable.
- 11) I will adhere to payment procedures as outline in the parent handbook under fees and payment guidelines.
- 12) I understand that my child must be fully toilet trained prior to the start of camp.
- 13) I understand that inappropriate behavior, language, conduct or sexual harassment will not be tolerated from parents or persons picking up your child.
- 14) I may request a meeting with the Director to ask questions about policies and procedures. All DFPS contact information has been provided to me in this handbook.
- 15) I am encouraged to volunteer for field trips.
- 16) A copy of the DFPS or DSHS Site Inspection Report is posted on our entryway bulletin board.
- 17) I understand that if I wish to cancel my child's camp, I must do so according to the timeline explained in this handbook under Fees/Payments.
- 18) Liability Waiver: I understand that my child and all children at Sunrise Montessori will be engaging in activities that may involve risk or injury. I will not hold Sunrise Montessori including its agents and/or employees, responsible for risk or injury.



Before You Go...

Sunrise Montessori's Limmer Loop location offers after school pick up from Harrington ES in Round Rock ISD and Veterans' Hill ES in Hutto ISD during the school year. We also offer weekly summer camps for children entering kindergarten to entering sixth grade. Sunrise Montessori has two locations offering care for children from 8 weeks up to 5 years old. All of our tuition rates are posted on our website at www.Sunrise-Montessori.com. Please contact us to schedule a tour to find out more about us, the Montessori curriculum, see our classrooms and playgrounds and answer any questions you may have. Our contact information is on our website. Thank you for entrusting us with your child or considering us in your child care plans!

We will send out an anonymous survey of your camp experience in August. If you would please take the time to give us your impressions and suggestions, we would be so grateful. We cannot improve without your help!

Thank you for entrusting us with your child! Let the fun BEGIN!!!



**WHEN SCHOOL IS OUT,
CAMP IS IN!**