



After School Pick Up and Care Parent Handbook

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Table of Contents

Page 3

Letter from our Director

Page 4

General 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

Snacks
Allergy Plans
Safety of Consumer Products
Immunizations
Animals

Page 7

Enrollment Procedures
Health Checks/Lice
Ratios
Visiting Sunrise Montessori
Transportation

Page 8

Fees/ Payments
Early Release Days and Full Day Care
Licensing Inspections Reports/Minimum Standards/Contacting DFPS

Page 9

Statement of Understanding

Page 10

Before you go



Dear Parents,

Welcome to Sunrise Montessori's After School Pick Up and Care program where we provide a happy, healthy environment for children after school! After school students gain a sense of achievement, build relationships, and find their sense of belonging. Our program will emphasize responsibility, creativity, a positive attitude and respect as modeled by our experienced team members.

Caring teachers, age-appropriate curriculum, and low ratios ensure our students with an after school program filled with fun, enrichment, and achievement and you with the confidence that your child is laughing and learning in a safe environment.

Should you have any concerns regarding your child's or your 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 child for a school year full of fun and friendships! Thanks for choosing Sunrise Montessori's After School Pick Up and Care program!

Sincerely,

Michelle Grumbles

Michelle Grumbles
Director

General Information

Sunrise Montessori is open Monday through Friday from 7AM to 6PM. Our After School program begins the first day of school of Hutto ISD and Round Rock ISD and we pick up from Herrington ES Cottonwood ES, and Veterans' Hill ES. 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 Monday of August, Labor Day, Thanksgiving and the day after, and from 12/24 to 1/1. We offer care on Early Release days as well as on some elementary school holidays.

Procedures for the Release of Children

Parents or authorized adults must check their child out in person upon pick up. Our after school children are cared for in a separate building behind the main building on the left. 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 alone to go home even if the parent requests it.

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 the 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. Our numbers is 512.846.1956.

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 students 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 or on a Sunrise Montessori bus 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 unenrolled. Sunrise Montessori reserves the right to remove a student for the reasons detailed in this parent handbook. Participants may also be removed for other circumstances 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 be 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 and future weeks of camp have been paid for, that money will be refunded.

Snacks

Snacks like Cheez-its, Goldfish and graham crackers and water will be available. 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 or have an Immunization Waiver Affidavit. 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. Sunrise Montessori staff is not required to obtain immunizations.

Animals

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

Enrollment Procedures

Please refer to our website at www.Sunrise-Montessori.com. We have an After School Pick Up Enrollment Agreement posted as well as a credit card form. This handbook is also posted on our camp page on our website. Any policy change will be sent to parents via email.

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.

Ratios

The Texas Department of Family and Protective Services requires a minimum of one staff per 22 elementary-aged children. Sunrise Montessori strives to have a much lower ratio for our after schoolers.

Transportation

Sunrise Montessori picks up our after schoolers by bus. All seats have seat belts and are required to be worn at all times. Appropriate behavior on the bus is also expected and required for safety reasons. We pick up from more than one school and may have a team member care for our after schoolers at their school while waiting for the bus to arrive.

Fees/Payments

Our After School Pick Up and Care program is charged via parent credit card every week on the Thursday BEFORE the week of care. Please see our current rates on the After School Enrollment Agreement. We strongly encourage parents to pre-enroll well in advance to reserve their child's spot. 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.

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.

Full Day or Early Release Care

We also offer full day and early release care. When your child's school is closed or has an early release schedule, and we are open, then care will be available. It is the parent's responsibility to drop off their child(ren) and pick them up during our normal business hours on full days and that the child must bring a sack lunch. A full day of care is an additional \$30 and an early release day of care is an additional \$15. I am aware that I must notify Sunrise Montessori at least two full days BEFORE the full or early release day if my child will NOT be attending, otherwise Sunrise Montessori will charge the parent's credit card for the additional fee, assume the child needs care and will make staffing plans accordingly.

Statement of Understanding

As the parent of a child in Sunrise Montessori's After School Pick Up and Care program, I understand that:

- 1) Only authorized adults, myself and the child's other parent are allowed to pick up my child.
- 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 or leave to walk home alone.
- 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 After School 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 60 Limmer Loop, Round Rock, TX 78664 including change in telephone/mobile contact numbers, emergency information and unauthorized parties for child pick up.
- 10) I understand that registration, weekly or late pick up fees are non-refundable/non-transferable.
- 11) I will adhere to payment procedures as outlined in the parent handbook under fees and payment guidelines.
- 12) I understand that inappropriate behavior, language, conduct or sexual harassment will not be tolerated from parents or persons picking up your child.
- 13) 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.
- 14) A copy of the DFPS or DSHS Site Inspection Report is posted on our entryway bulletin board.

- 15) I understand that if I wish to cancel my child's care, I must do so according to the timeline explained in this handbook or in the After School Enrollment Agreement.
- 16) 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.

Thank you for entrusting us with your child!