



**Sunrise Montessori School, Inc.**

**Parent Handbook  
2023-2024**

31 Hayward St., Suite J2  
Franklin, MA 02038

508-541-8010

[www.MySunriseMontessori.com](http://www.MySunriseMontessori.com)

## **Parent Handbook**

### **Sunrise Montessori School, Inc.**

Thank you for choosing to enroll your child at the Sunrise Montessori School. Please read through our parent handbook and keep it handy as a reference throughout the academic year.

Sunrise Montessori School informs its staff and parents whose children are enrolled at the school via email, newsletters and by posting addendums to this handbook on our website.

Please refer to the Parent Corner tab for informative articles, sign up forms, monthly newsletters, the Parent Handbook and other items of interest.

[www.MySunriseMontessori.com](http://www.MySunriseMontessori.com)

Follow the school on Facebook:

[www.Facebook.com/sunrisemontessori](http://www.Facebook.com/sunrisemontessori)

For updates from the Massachusetts Department of Early Education and Care (MA DEEC), please refer to their website:

<https://www.mass.gov/orgs/department-of-early-education-and-care>

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## **Parent Handbook**

### **Sunrise Montessori School, Inc.**

#### **Maria Montessori**

Sunrise Montessori School bases its philosophy and guiding principles on the work and research of Maria Montessori, a pioneer in the field of early childhood development. Maria Montessori was born in 1870 in Italy. She was the first woman to receive a medical degree from the University of Rome and expanded her interests in childhood education when she encountered poor children who did not have proper educational opportunities. In 1907 she founded the first Montessori School and named it “Casa dei Bambini” which means “Children’s House”. She created an environment that included furniture and materials which were appropriately sized for children and developed an environment which promoted exploration and learning. Maria Montessori believed that each child learns best within a social environment which supports the child’s own unique development and promotes the freedom of choice within structure.

Throughout her lifetime, Maria Montessori wrote many books and gave lectures on her innovative approach to education. She emphasized the “spirit of the child”, which is the basis for a child-centered environment, and she taught the importance of acceptance of differences and world peace. The curriculum at Sunrise Montessori School reflects Maria Montessori’s philosophy. We encourage parents to discover more about the remarkable life of Maria Montessori as their children embark on an important stage of their childhood development.

#### **Mission Statement**

The Sunrise Montessori School is a nonprofit organization (501c3) founded in 2005 by a group of dedicated Montessori teachers, administrators and parents, whose vision is to provide a nurturing and academic environment for children during the important stages of early childhood development. Children’s House students served by our program range in age from two years, nine months (2.9) to six (6) years old and learn together in the same classroom. The children are encouraged to work towards gaining the knowledge and understanding of the world around them, and as they progress through their preschool and kindergarten years, the basis for their future elementary growth is developed and supported through the Montessori curriculum.

#### **Philosophy**

It is our belief that children at Sunrise Montessori School, Inc. have the opportunity to develop to their full potential through guided instruction by our Montessori trained staff. Children are encouraged to develop at their own pace, practice independence in their social and academic abilities, build self-confidence and establish good work habits which will enable them to become life-long learners.

The children are free to work within the limits of a carefully prepared environment. Within this environment, children are exposed to materials and activities that stimulate intellectual, physical and social growth. They are able to experience the excitement of learning through the selection and completion of their own work. Guidance is offered by the staff as necessary, and the children are allowed to engage in one task until they have explored all its possibilities.

In addition to academics, children learn how to become responsible members of their school community. Self-respect, respect for others, compassion, and cooperation are key elements that exist and are modeled throughout the school.

### **Non-Discrimination Policy**

Sunrise Montessori School, Inc. does not discriminate on the basis of race, color, religion, national or ethnic origin, political beliefs, disabilities, marital status or sexual orientation in the administration of its educational programs and policies, admission or retention of prospective students and their families or hiring policies and other school administered programs. Toilet training status is not an eligibility requirement for enrollment at Sunrise Montessori School, Inc. Our school strives to promote a multicultural environment that is welcoming to a diverse student enrollment, faculty and community.

### **Enrolling at Sunrise Montessori School, Inc.**

Upon acceptance to our school, parents receive a tuition contract which outlines their financial responsibility for the year their child is enrolled. This tuition contract must be signed and returned to the Head of School before their child can attend our programs. A copy of the signed tuition contract is placed in the child's file and a copy is provided to the parents for their records. Tuition payments are due on the dates outlined on each family's tuition agreement. Checks should be made payable to Sunrise Montessori School, Inc. and may be mailed to:

Sunrise Montessori School, Inc. PO Box 515 Franklin, MA 02038

### **Referring new families to Sunrise Montessori School**

Enrolling your child in a quality, early childhood program is an important decision. Many families have joined the Sunrise community after speaking with a current or alum family whose child attends/attended our school. The school appreciates and recognizes the efforts of those families who provide enrollment referrals. Our policy for referrals has a few requirements and **ALL** must be followed before a credit will be issued:

- Families are encouraged to talk to friends/neighbors/co-workers, etc... about Sunrise Montessori School.
- Families new to Sunrise should submit a completed admission packet (application form, questionnaire and application fee).
- The admission questionnaire asks if the new family has been referred by a current family. If yes, the referring family **MUST** be listed in order to be eligible for a \$100 credit. If more than one family is listed, **ONLY** the first family listed is eligible for the credit. No exceptions allowed. Verbal referrals, while appreciated, do not meet the requirement for referral credit.
- If the referred enrollment takes place in the current academic year, the referring family will receive a credit **AFTER** the new family has paid their first tuition installment.
- If the referred enrollment takes place in the upcoming academic year, the referring family will receive a credit **ONLY** if both families are enrolled and **AFTER** both families have paid their first tuition installment.

### **Supporting Sunrise - Giving Tree**

The Giving Tree is a wish list developed by our staff that contains items which would enhance the classrooms and curriculum. This list is available next to the office and is also periodically published in the school's newsletter and on the website. Parents are encouraged to donate any of these items to benefit their child's classroom and the school. Sunrise Montessori School, Inc. is a non-profit educational organization and is tax-exempt in the State of Massachusetts. Donation receipts are provided upon request.

### **School Wish List**

The school also has set up a wish list of items on Amazon.com. New items are added each month. See the following link for information: <https://tinyurl.com/Sunrise-Amazon-wishlist>

If you would like to purchase an item through another site or locally, please feel free to do so. All donations are greatly appreciated.

### **Office Hours**

The school's office is open from 7:30am to 3:30pm during the academic year. Parents may also leave messages on the school's voice mail after hours at 508-541-8010 or contact the Head of School via email: [Headofschool@MySunriseMontessori.com](mailto:Headofschool@MySunriseMontessori.com)

During the summer, office hours are adjusted. Parents are advised to call ahead.

### **Board of Directors**

The Board of Directors at Sunrise Montessori School, Inc. is composed of members from the business community, educators, current and former parents of the school and parent representative(s). Board members commit to their positions for a term of three years with the exception of the parent representative(s), whose term is one year; former parent representatives may also serve as board members. Information on the Board of Directors may be obtained from the office. Current or former parents who are interested in serving on the Board of Directors are encouraged to contact the Head of School for further information.

### **Staff**

The Head of School and classroom Head Teachers at Sunrise Montessori School, Inc. hold degrees in Education or a related field, have their Montessori Certification or are currently in the process of obtaining their Montessori training and have been certified by the Massachusetts Department of Early Education & Care, also known as EEC. Additionally, our staff continues to advance their knowledge of child development through seminars and educational workshops.

### **Volunteers**

Sunrise Montessori School, Inc. welcomes parents to assist in the classrooms, either on a regular or occasional basis. By volunteering in our classrooms, you are able to see the day-to-day activities that the children experience. In turn, the children benefit from parent involvement. Some of the opportunities for volunteers are: classroom cooking, material making, reading, fundraising and special presentations. The possibilities are many and your help is greatly appreciated.

Prior to working with children, all staff, Montessori interns and parent volunteers who are at the school on a regular basis must complete a CORI background check, provide proof of a MMR vaccination or physician's confirmed immunity to measles, mumps & rubella, and agree to abide with the School's policy of confidentiality regarding students.

## **Visitors to the School**

Throughout the school year, Sunrise welcomes visitors into the classrooms. Visitors include parents of currently enrolled students, prospective parents, who are observing the classroom and considering enrollment for their own child, scheduled enrichment program professionals, such as storytellers, artists, animal shows, etc, . . . and education professionals, such as Montessori interns, teachers or administrators. **All visitors will be informed of the School's policy of confidentiality regarding students.**

Parents whose children are present in the classroom may visit the school anytime either unannounced or during a planned visit. It is requested that parents do not disrupt other children at work during their visit.

Visitors who do not have children currently enrolled in the program must call the Head of School first to schedule an appointment visit. When the visitor enters the program, they should proceed quietly and sit in a chair which will allow them to observe the classroom. Visitors are welcome to ask the teachers or Head of School any questions, but should refrain from initiating a conversation with the children. When speaking, they should use a low voice so as not to disturb the children who are working. If visitors would like to walk around the classroom, they must take care to not walk on the children's work mats or interrupt the children. Visitors **may not** take pictures while observing the program.

## **DEEC requirements**

The Children's House Program at Sunrise Montessori School, Inc. is licensed by the Massachusetts Department of Early Education & Care (MA DEEC). For a complete list of regulations and program requirements, please see <https://www.mass.gov/orgs/department-of-early-education-and-care>

Parents may contact DEEC for the school's compliance history at:

MA DEEC

324-R Clark Street

Worcester, MA 01606

508-798-5180

## **Calendar/Weather Delays & Closings**

Sunrise Montessori School, Inc. follows a schedule similar to the Franklin public school calendar.

Although the academic calendar is based on the schedule of the Franklin Public Schools, there may be differences in the number of days in school, as well as professional development days for staff. Calendars are distributed to all families at the beginning of the school year and are updated on the school's website. Please keep your calendar handy as a reference. Upcoming events are also highlighted in the school's monthly newsletter.

Sunrise Montessori School, Inc. will observe most, but not all Franklin public school early & full release days as well as posted holidays.

### **Snow/inclement weather delays are as follows:**

For a 1 hour delay, school will begin at 9:30AM

For a 1 ½ hour delay, school will begin at 10:00AM

For a 2 hour delay, school will begin at 10:30AM

In the event of an early dismissal due to inclement weather or loss of power all students must be picked up by 11:45AM.



When more than 3 snow days are used during the academic year, the calendar will be revised, and additional days will be added to the school year in June.

**If the Franklin Public School announces any delay or closing, the Head of School will email the Sunrise Community directly.**

### **Parking**

Ample visitor parking is available in the parking lots in front of the school. Take care during arrival/departure time and always be courteous to fellow drivers. If you plan to walk your child to the front door, please park in the upper parking lot (enter this lot along Hayward St.), securely hold your child's hand and walk down the driveway along the playground side. Please be aware of vehicles at all times, especially those which have just dropped off children and are approaching Hayward St.

### **Arrival/Dismissal**

**The expected arrival time for all children is between 8:30am and 8:45am.** Please make sure your child arrives at school on time to allow a few minutes for them to prepare for their morning routine. Children who arrive after their expected arrival time are considered tardy and may miss important classroom events or activities.

When arriving at school please follow the circular driveway from Hayward Street (enter by the gatehouse) and pull up past the school's front door towards the playground. This will help the car line move faster and ease congestion. The traffic direction is one-way. **Whenever possible, your child should sit on the passenger side in the back seat to allow for ease in getting out of/into the car.**

If your child arrives after 8:45am, park in the lot and escort your child to the front door of the school. With the exception of arrival/dismissal times, the front door is always securely locked. Please ring the bell to announce your arrival.

Parents should pick up their children at the designated dismissal time.

**The dismissal time for our half day program is 11:30am.**

**The full day program is dismissed at 2:30pm.**

If your child participates in our Extended Day program, the afternoon pick up time will vary.

At your child's dismissal time a staff member will escort your child to your vehicle. Unless it is raining or the weather is inclement, your child will be dismissed from the playground / outdoor recess. While our staff may assist with getting your child into the vehicle, it is the responsibility of the parent to ensure that the child is properly secured in his/her car seat or seat belt **before** leaving the school's driveway.

When necessary, pull into a parking space to ensure your child is properly secured. Please refer to the Massachusetts child seat belt law for further information:

<https://www.mass.gov/info-details/transportation-safety-and-injury-prevention>

**All families will be provided with name placards that should be placed on the top portion of your vehicle's windshield or upper portion of the passenger side window. Please utilize the placard system so that our staff can quickly identify the family's vehicle. We appreciate your cooperation.**

## **Transportation**

Transportation to and from the Sunrise Montessori School, Inc. is solely the responsibility of parents and their designated representatives. The school does not provide transportation for children to or from school property.

## **Tuition / Programs for 2023 - 2024**

Tuition for our programs is payable in installments according to a tuition contract and can be prorated for families who enroll after September. Payments may be made by cash, check or money order. The school does not process credit card payments or payment platforms like Venmo, PayPal, Stripe, and Square for tuition, activity fees and optional programs.

3 Half Days                    **Tuition: \$6,250.00**  
(8:30am – 11:30am) (Tuesday/Wednesday/Thursday);  
available only to younger children upon request; the number of 3 half day slots is limited.

5 Half Days                    **Tuition: \$7,850.00**  
(8:30am – 11:30am)

5 Full Days                    **Tuition: \$12,000.00**  
(8:30am – 2:30pm)

## **Activity Fee**

All families are charged a \$125.00 activity fee per academic year to cover costs associated with day-to-day supplies & materials as well as onsite enrichment programs and offsite field trips. This fee will be billed in 10 (ten) installments of \$12.50 and included as a separate line item on each month's invoice. This fee is prorated in the case of late enrollment.

## **Tuition Contract**

Parents/legal guardians accept the responsibility of tuition and are financially obligated for tuition payments when their child is enrolled at Sunrise Montessori School, Inc. Parents/legal guardians remain solely responsible for payment of all financial obligations, regardless of whether the parents/legal guardians depend upon or anticipate other sources for funding. Monthly tuition payments are based on one full academic year's charges divided into 10 (ten) equal installments. This ensures that the monthly tuition payment amounts do not fluctuate regardless of the number of academic weeks in each month. The tuition contract does not include optional programs offered by the school (pizza lunch, extended day or summer sessions).

## **Extended Day Program**

Our Extended Day Program is available to enrolled children. A rate of **\$12.00 per hour** is charged. This program is optional and is invoiced separately from tuition. Parents may either use the Extended Day Program form (located on the Parent Corner page of the school's website) or send in a written note or email to request specific days / times. Morning extended care is available beginning at 7:30am. The latest pick-up time for afternoon extended care is 5:30pm. Students using the extended day option will utilize the front classroom and playground (weather permitting).

## **Late fees**

A late fee of \$25.00 is applied to an account which remains unpaid past the original due date. Refer to the schedule on your tuition contract. If you have any questions or anticipate a delay with your tuition payment, you must contact the Head of School to discuss the situation.

### **Returned checks**

A fee of \$25.00 is applied to checks which are returned due to insufficient funds. Checks which have been returned will be re-deposited.

### **Voluntary changes in selected program**

A \$25.00 administrative fee will be assessed when there is a reduction in the number of hours/days for your child's selected program after the school year begins (September 7, 2023). This fee will be added to the next monthly invoice. The remaining tuition balance will be prorated based on the date of program change. Installments for tuition payments will be adjusted to account for the change.

For example, switching from the 5 full day program to the 5 mornings program will incur a \$25.00 administrative fee.

There is no administrative fee to switch your child's selected program to an option with an increased number of hours/days at any point during the 2023-2024 academic year. The remaining tuition balance will be prorated based on the date of program change. Installments for tuition payments will be adjusted to account for the change.

### **Voluntary Withdrawal from the Program**

If a family chooses to voluntarily withdraw their child from our program, the Head of School will request an in-person exit interview with the parents to determine the reason for withdrawal. Each case is handled on an individual basis. Voluntary withdrawals must be confirmed **in writing** according to the policy listed on your family's tuition contract.

If parents/legal guardians choose to voluntarily withdraw their child from the program due to non-emergency or non-medical reasons **before** the first day of school (September 7, 2023), a penalty of 1 month's tuition will be imposed. The exact penalty amount depends on the child's selected program.

Upon confirmation of the voluntary withdrawal, parents/legal guardians will receive a refund of the current year's tuition and activity fees paid before September 7, 2023, minus the penalty of 1 month's tuition. The refund will be mailed to the family's address on file with the school within 10 business days.

If parents/legal guardians choose to voluntarily withdraw their child from the program due to non-emergency or non-medical reasons **after** the first day of school (September 7, 2023), this has a financial impact on the program budget as there is no guarantee that the vacated enrollment spot will be filled by a new applicant. Therefore, all tuition and activity fees paid to date during the 2023-2024 school year will be forfeited and no refunds will be issued. Additionally, the child will be ineligible for future enrollment at Sunrise Montessori School, Inc.

### **Facility Closures**

In the event that our program is closed due to fire, flood or other facility emergency which prevents occupancy of the building for an extended period of time, invoicing will cease and tuition refunds and/or account credit will be provided on a prorated basis, determined by the number of days your child was unable to attend our program, not including absences due to brief illness, family vacations/extended trips or transportation issues. Invoicing will resume when the program resumes.

## **Dependent Care Receipts**

Parents may request a dependent care receipt from the office for tax purposes. This document will list all payments made during a specific time period (typically a full calendar year), the total paid for tuition and extended day or summer programs (if applicable) and the school's Federal tax ID number.

## **Daily Schedule**

- ❖ arrival time and hand washing
- ❖ free choice; independent work
- ❖ circle time
- ❖ snack time (participation and timing is child's choice)
- ❖ work time; individual or small group projects/activities
- ❖ clean up & recess (held outside, weather permitting)
- ❖ hand washing before and after lunch
- ❖ quiet time; rest or quiet activities; kindergarten students expand upon their work during this time
- ❖ work time; individual or small group projects/activities
- ❖ clean up & dismissal time

## **Nutritious snacks/lunch**

Parents should provide a daily snack for their child. It is recommended to label a bag or container for snack that is separate from your child's lunch so that your child does not eat *both snack and lunch at the same time*. Snacks must be nut free even if your child does not have an allergy. A list of suggested healthy foods follows:

- Fresh fruits and vegetables which are appropriately cut and/or peeled for younger children such as carrots, broccoli, celery, peppers, apples, grapes, bananas, oranges
- Whole grain breads, crackers, pretzels
- Dairy products such as yogurt and cheese

Sunrise Montessori School, Inc. encourages parents to provide a nutritious lunch if their child eats lunch at school. Consider easy to open lunch containers or reusable pouches that can be easily washed. Please label all containers, including your child's water bottle.

Due to allergies, please do not pack items which contain nuts, even if your child does not have a nut allergy. Sunrise is a nut-free environment.

If your child participates in the Afternoon Extended Day program, please also pack an additional snack labeled for after school.

## **Playground**

The school's fenced-in playground is located along the side of the front parking lot and provides ample space for running and games. There are sections of the playground that have shade and sun throughout the day. Sunrise staff supervise children to/from the playground at all times. Equipment on the playground is developmentally appropriate for preschool aged children.

### **Appropriate footwear and clothing for school**

Preschool and kindergarten aged children are very active, social and enjoy the confidence they feel when they can complete a task independently. They love to play, dig in the sandbox, run and climb on equipment on the playground, and they are often engaged in art projects or work which are best experienced in comfortable clothing which can occasionally get messy. With that in mind, we ask parents to consider both the outfit and the footwear that their child wears each day.

Clothing should be appropriate for the weather and season. Elastic waistbands and pullover style tops and t-shirts help to promote independent dressing. This is especially important for younger children. As many children like to arrange their work on a floor mat, comfort should be taken into consideration.

Students should have a seasonally appropriate set of clothing (labeled with the child's name) in a large zip-loc bag (also clearly labeled with the child's name) at school at all times. Clothing which should be included – shirt, pants, underwear and socks. If no clothing is supplied by the parents, children will be supplied with a change of clothing by the school when necessary. School owned clothing has been washed and is clean, but parents should understand that the clothing is not new and has been previously used. Parents should return borrowed school clothing (washed, please) to the school the next day.

**Footwear** should provide good support and have non-slip soles which provide traction. Footwear should be easy for your child to take off and put on by him/herself. Shoes and sneakers with velcro work best for children who are still practicing the skill of tying laces. Some footwear, while popular and fashionable, can pose very real safety issues on the playground. Examples of such footwear include crocs, flip flops, sandals and party shoes. In the event that a child does not have appropriate footwear for the playground, the child will have supervised indoor recess. The school does not have extra footwear to loan.

During the winter months, warm, water-resistant, slip-on boots are necessary as the children go outside for recess, weather permitting.

Extra clothing can be stored at school in your child's individual cubby box. Please remember to label items with your child's name so that any lost/found items can be quickly returned.

### **Policy for sick/ill children and their families / close contacts**

Much has happened over the past few years and both the MA DEEC and CDC have provided guidelines and minimum requirements concerning health and safety, which includes prevention of infectious diseases as well as what to do in the event of both suspected and confirmed cases of contagious illness.

We strongly encourage parents to stay informed through their child's pediatrician, the MA DEEC and the CDC. It is important that sick children remain out of school when they are ill or have not fully recovered from an illness. This decreases the likelihood that germs will spread. Look for the following signs or symptoms if you suspect your child is sick before bringing him/her to school. Also note the following applies to household members as well:

- Known exposure to someone who is either suspected of or confirmed with COVID-19 or other contagious illness.
- A temperature of 100 degrees or more, even if your child "feels fine".
- Chills, fever or any other signs of illness.

- A new loss of smell, taste, unexplained headache or muscle aches.
- A persistent cough – germs spread quickly when children cough and cover their mouths with their hands and then touch materials.
- A runny nose with thick yellow or green mucus.
- Red, itchy eyes which may or may not appear to be conjunctivitis (viral or bacterial).
- If your child has vomited within the past 24 hours
- If your child has diarrhea or persistent loose stools within the past 24 hours.
- If your child appears lethargic or is not acting in his/her normal manner and is overly tired.
- Any evidence of a viral or bacterial infection which may be contagious such as strep throat, chicken pox, fifth's disease, etc.
- If your child has contracted head lice, notify the school immediately. Please note that Sunrise follows a nit-free policy: children may not return to school until they have begun a course of treatment and parents can confirm their child is nit-free after a thorough visual examination. The school also recommends that parents contact their child's pediatrician for guidelines and treatment advice. Although some private and public schools have abandoned the no-nit policy, Sunrise focuses on prevention and further spreading of lice. We encourage parents to check for nits even after the child has been treated for lice. Sunrise staff will check all children for lice and nits for a period of ten (10) days following each confirmed case of lice.

If your child will be out sick, please call or email the school to let us know. Please do not give your child Tylenol/Motrin when he/she has a fever and then send him/her to school. Although the medication will temporarily relieve the fever, your child may still be contagious and spread germs to the other children and staff.

If your child becomes sick while at school, the staff will call you, describe the symptoms or situation and ask that you or another designated person pick up your child. Keep in mind that our staff cannot diagnose or confirm an illness. If you have any questions regarding the diagnosis or treatment of an illness, please call your child's pediatrician. We will provide a place for your child to rest while waiting to be picked up. This area is isolated from all other children, but your child will be supervised by a designated staff member. Please note that our staff cannot administer medication (prescription or over the counter) without a signed **authorization for medication** form. This form must be updated each school year.

### **Area for isolation of sick children**

Children who become ill during the school day will be isolated from their classroom and supervised by a designated staff member until they can be picked up. The designated isolation area is next to the office.

### **Policy for sick/ill staff**

Staff are asked to self-monitor before their shift begins and during the day. In the event that a staff member becomes sick during the day, they will immediately leave the building and may not return until they are healthy. Adequate staffing will be maintained by the program to cover required staff to child ratios.

### **Health Care Consultant**

The health care consultant for the School is Dr. Claire Price from Main Street Pediatrics, Hopkinton, MA, who acts as a resource to help our staff resolve specific health care issues.

## **First Aid**

All full-time staff and teachers have been certified in CPR and First Aid. In the event that your child receives a minor injury at school, we will notify you either via a telephone call or written injury report within 24 hours of the injury. For serious injuries that require transportation to the nearest hospital, a staff member will accompany your child. A written report describing the injury will be provided to you and the local DEEC office within 24 hours.

## **Medication**

When it is necessary for staff to administer medication (**either prescription or over the counter**) to your child at school, you must hand deliver the medication in its original container to the Head of School or designated staff. An **authorization for medication** form must be completed and signed by you and will be kept with the medication at all times. The initial dosage must be administered by the parent/guardian, who should note any reactions caused by the medication. **Parental and physician authorization is required before medications may be administered to a child.** This form also contains an entry log that is signed by our staff when medication is administered. All medications are kept in the office / staff room and may only be accessed by staff. Medications which require refrigeration are kept in the refrigerator in the staff room.

## **Epi-Pens/Life-Threatening Allergies/Serious Medical Conditions**

Parents are encouraged to obtain medical alert bracelets for children who may experience serious allergic reactions and who require an epi-pen to be kept at school or who need to monitor their medical condition on a daily basis, such as diabetics. Children with chronic health conditions must have an individual health care plan on file which is updated annually. Please reach out to our Head of School to discuss your child's health plan **before** the first day of school.

## **Sunscreen/Bug Repellents and Other Lotions**

Parents are encouraged to apply sunscreen/bug repellent/lotion to their child at home, before coming to school. Sun protection apparel such as long sleeves, a flap hat or baseball style cap is suggested. You may send in a container of sunscreen/bug repellent/lotion which will be applied to your child while he/she is on the playground. You will be asked to sign a permission form for this purpose.

A copy of this form may also be found on the Parent Corner tab on the school's website (<http://www.mysunrisemontessori.com>).

This container remains at school until the end of the year. Because children may have skin reactions to the various types of sunscreens/bug repellent/lotions, these items **may not** be shared with any other child. If you have any questions, please speak with the Head of School.

Please note the following:

- The playground has areas of shade and areas of full sun.
- The school does not provide sunscreen/bug repellent/lotion.
- A signed and dated permission form must be on file before any sunscreen or bug repellent or lotion is applied to your child by our staff.
- Children *may not* apply sunscreen/bug repellent/lotion by themselves.
- The sunscreen/bug repellent/lotion must be clearly labeled with the child's name and secured in a plastic Ziploc-style bag. Please hand the sunscreen/bug repellent/lotion directly to a staff member.
- Sunscreen/bug repellent/lotion should not be placed in your child's backpack.

- Our staff apply sunscreen/bug repellent/lotion to one child at a time using gloves which are then changed before applying any product to the next child.
- Sunscreen/bug repellent/lotion may only be applied to unbroken skin.

### **Emergency Numbers**

Emergency numbers for fire, police and ambulance, as well as for poison control are posted at all phones at the school.

### **Evacuation/Emergency Policy**

In the event of an emergency, such as a fire, local disaster or other event which makes the facility unsafe, the school will follow the directions of the local emergency management authorities. If it is necessary to evacuate the school, the children will be escorted to courtyard of the Hayward St. complex. This is an outdoor area which provides plenty of space. In poor weather, the Sanctuary Salon & Spa, located next to the courtyard, will be used. It is a quick, 2-minute walk to either location. The children will wait there with their classroom teachers. Our staff will contact parents using a landline or cell phone, inform them of the emergency situation and provide further instructions. Under no circumstances will a child be left behind in the school. All children will be accounted for.

### **Required forms for children's files**

Prior to enrollment, all parents will be asked to complete paperwork that is necessary for their child's files. Some of the paperwork is mandated by the MA DEEC and other forms are informational. Please make sure your child's information is up to date and notify the office of any changes as they occur. Some of these forms need to be updated annually, such as the child's health form which must be signed and dated by a pediatrician. This form must also document a wellness visit within the last 12 months, a list of immunizations which have been administered to date and any other pertinent information relevant for your child to participate in our school program.

### **Parent's rights/Children's files**

Parents are permitted to visit their child's classroom whenever their own child is present. Additionally, parents have the right to access their child's records during regular school hours and also reserve the right to request the addition or deletion of pertinent information from these records. However, if copies of their child's file are requested, they should allow at least 24 hours for the school to make and to deliver the copies. Copies of records may be either mailed or handed to parents upon request, and the school will not charge an unreasonable fee to copy these records. If another school or medical office requests the child's records, a dated permission slip must be signed by the guardian or parents for that specific purpose prior to any records being sent. This dated permission slip will be kept in the child's file.

### **Parent/Teacher/School Communication**

Communication between the teachers/school and parents is essential. Each month the school will issue a newsletter which highlights events that have occurred in the classrooms as well as upcoming events. Monthly newsletters are also posted on the school's website under the Parent Corner tab.

Information about the school, such as our calendar and current events, may be found on our website.

[www.MySunriseMontessori.com](http://www.MySunriseMontessori.com)

Parents who would like to briefly discuss questions or concerns with their child's teacher(s) should make an appointment. We ask that if your question involves your child and may be of a sensitive nature, please discuss the concern when your child is **not** present and is **not** able to overhear the conversation.



Bi-weekly reports are sent to parents beginning the first week of October until the first week of April. These reports address the child's classroom interests and activities.

### **Parental Input**

Parental input is important during a child's education. Our school encourages open communication and offers many opportunities for parents to express concerns, offer ideas and communicate with their child's teachers, the Head of School and the parent representative(s). Occasionally the school's Board of Directors has openings and all former and current parents who are interested in learning more about serving on the school's governing body should contact the Head of School.

All parents of currently enrolled children are automatically members of the Sunrise Parent Association (SPA) and are welcome to attend meetings. This group periodically meets with the parent representative(s) and the Head of School to discuss goals and activities for the school. At that time, parents also have an opportunity to provide input to the program. If parents want to talk privately, they can communicate directly with the parent representative(s) or Head of School at any time by email or phone call.

### **Progress Reports**

Written progress reports are provided twice per year for each child, in December and April. One copy is provided to parents, and the original report is kept in the child's file. Parents have the opportunity to review the report, meet with their child's teachers and ask questions. Approximately 2 weeks before the scheduled conferences the Head of School will provide an online link so that parents may sign up for a conference slot.

### **Procedures to Amend the Child's Record**

In the event that the parent of a current or previously enrolled child is concerned about information contained in a child's record(s) on file at the school, the parent would first notify the Head of School either by phone call, written note or email. Examples of such eligible records include, but are not limited to, bi-weekly and progress reports issued by Sunrise, attendance records or information provided by parents on their child's admission questionnaire, etc.... The school cannot alter original records which have been issued by another school, child's pediatrician or educational evaluations which have been conducted by persons or organizations other than Sunrise Montessori School, Inc. or its staff.

After the request to amend records is received, the Head of School will schedule a meeting with the parent(s) to discuss the desired changes. Upon completion of the meeting, eligible records will be amended according to the agreement reached between the parent(s) and the school.

### **Toileting Policy**

Independence in the bathroom is not a requirement for enrollment in the school's programs. Parents are responsible for providing diapers and pull-ups, if necessary, and a supply of extra clothing. Although it is preferred that children be toilet-trained before entering the program, our staff realizes that some children may still have an occasional accident. If your child is not yet fully toilet-trained, please let us know so that we may work together towards this goal. It is important that the child's expectations are the same at school as at home. In the early weeks of school, our staff will remind children where the bathrooms are located and encourage them to go whenever necessary. Children are encouraged to be as independent as possible. In the event that your child has an accident at school, the soiled clothing will be double wrapped in a sealed, plastic bag. Please provide an extra change of clothes for your child's cubby box.

## **Child Abuse/Neglect**

Any form of abuse or neglect of children while in care is strictly prohibited. All staff at Sunrise Montessori School, Inc. are required to abide by the rules and regulations of the Montessori program so that the children in our care are protected from abuse and neglect at all times.

In the event of a parent complaint involving a charge of abuse or neglect against a staff member, the Head of School will report this to the Department of Children and Families (DCF) and Department of Early Education and Care (DEEC). The person will not be able to work with children until the investigation is complete and he/she is absolved of all charges.

If an educator is convicted of abuse or neglect in a criminal proceeding and if the DCF determines abuse or neglect upon its investigation, subsequent to a report filed under M. G. L. c, 119 SS51A and 51B, and there is a reasonable cause to believe that the educator or any other person caused the abuse or neglect while the child or children were in their care, the employment of that person or persons at Sunrise Montessori School, Inc. would be terminated.

It should also be noted that Sunrise Montessori staff are mandated reporters and must report suspected child abuse and neglect to the Department of Children and Family under M. G. L. c 119 SS51A. This includes wherever a staff member has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including, but not limited to sexual abuse or from neglect, including, but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted. In this scenario Sunrise Montessori School, Inc. would notify the Department of Early Education and Care immediately after filing or learning that a 51A report has been filed that alleges abuse or neglect of a child while in the care of the program or during a program-related activity.

The Head of School at Sunrise Montessori School, Inc. would also notify the MA DEEC upon learning that a report has been filed which names an educator or person who is regularly present on the childcare premises. Similar action is taken in the case of an educator or person who is alleged to be a perpetrator of abuse or who has allegedly neglected any child.

## **Referral Services**

Early childhood is a time of many developmental changes for children. Some children develop and progress earlier or later than their peers, but in general, their development typically falls within an age-appropriate guideline. Teachers work closely with your child and observe how he/she learns and interacts with peers in the classroom.

The Head Teacher is responsible for informing the Head of School about any concerns she might have with a child's development within her classroom and should have documented observation notes over a certain amount of time regarding the child. The Head of School will review the notes, observe the child and then meet with the Head Teacher to discuss a meeting with the parents. The meeting with the Head Teacher and Head of School will outline a strategy to approach the parents with their concerns and to offer parents a current list of referral resources in the community for the child's needs.

These services will include, but not be limited to: social, mental health, educational or medical services.

## Sunrise Montessori School, Inc. Referral List

Franklin Public Schools  
F.X. O'Regan – ECDC  
224 Oak Street  
Franklin, MA 02038  
508-541-8166

Child Psychologist  
Dr. Carol Perlman  
165 Main Street #203  
Medway MA 02053  
508-533-3530

Criterion Early Intervention Program Milford Family Network Project  
375 Fortune Blvd. Milford, MA 01757 (508) 277-4981  
508-478-7752

Pediatric Associates  
122 Grove Street, 2nd floor  
Franklin, MA 02038  
508-528-5404

Parents Helping Parents  
(617) 926-5008

Women, Infant, and Children  
(WIC) Nutrition Program  
(800) 942-1007

Massachusetts Department of Public Health  
Bureau of Family and Community Health  
250 Washington Street  
Boston, MA 02108  
617-624-6000

Boston Children's Hospital  
300 Longwood Avenue  
Boston, MA 02115  
617-355-6000

Hearing screenings should be performed routinely beginning at 6 months, using the Downs Hearing Screen or similar procedure, by the child's physician. A child with suspected hearing problems should be referred to a hearing specialist immediately.

### Area hearing specialist:

Metrowest Ear Nose & Throat Assoc., Inc.  
91 Water St. Suite 302  
Milford, MA 01757  
508-478-0941

### Vision

All three- and four-year-old children should have a full eye examination that includes general eye health, near and far visual acuity, and vision skills, performed by the child's physician. Children with obvious vision problems should be referred to a vision specialist immediately.

### Area vision specialist:

New England Eye Center  
959 Concord Street, Suite 302  
Framingham, MA 01701  
Telephone: 508-879-3204

## Dental

A child should first see the dentist at three years of age, or when all twenty baby teeth have come in. Food served should be nutritious and non-sticky. Parents should seek dental help immediately if a child breaks a tooth, knocks a tooth out, or complains of a severe toothache.

Chestnut Dental Associates  
38 Pond St.  
Franklin, MA 02038  
(508) 520-6660

## State Agencies

### **Department of Early Education & Care, Region 2**

324-R Clark Street  
Worcester, MA 01609 (508) 798-5180

### **Seven Hills Foundation - Child Care Resources Metrowest**

54 Hopedale Street  
Hopedale, MA 01747 (508) 458-4532

### **Department of Children & Families (DCF)**

#### **South Central/Blackstone Valley**

185 Church Street  
Whitinsville, MA 01588 (508) 929-1000

## **Behavior Management**

Sunrise Montessori School, Inc. follows a policy of redirecting children's behavior. In the event that staff must address the behavior(s) of a child or children in the classroom or playground area, careful consideration is given to the unique situation at hand. Children are offered choices, within limits, which help them to resolve problems on their own. When immediate intervention is necessary (when the safety of children or staff is concerned) Sunrise Montessori School, Inc. staff will remove the child from the immediate area and assess the situation. Children are encouraged to talk about the situation which caused a behavior problem and allowed to resolve the issue, within reason.

Repeated behavioral problems warrant a phone call to the child's parents. If the situation continues or the behavior cannot be modified, a conference with the parents and/or consultant may be necessary. Termination or suspension may be considered only after all options and attempts have been exhausted.

In the administration of the school's behavior management policy, the following practices are strictly prohibited:

- Spanking or other corporal punishment of children
- Subjecting children to humiliation, verbal or physical abuse or neglect, abusive treatment, including shaking, threats or derogatory remarks.
- Depriving children of outdoor time
- Depriving children of meals or snacks or using food as a consequence
- Force feeding children
- Disciplining a child for soiling, wetting or not using the toilet, forcing a child to remain on the toilet or using any unusual or excessive practices for toileting.

- Confining to a piece of equipment or furniture for an extended period of time in lieu of supervision.
- Imposing an excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

### **Termination/Suspension**

The school reserves the right to terminate or suspend the enrollment of a child under the following circumstances:

- Tuition has not been paid, and the parents have made no attempt to pay the tuition.
- After meeting with the parents and staff it is determined that the child's continued behavior presents a danger to the well-being or safety of other children or staff.

In the event that a child's enrollment is terminated or suspended, the parents will receive notification by telephone call and a written statement, outlining the reasons for the termination or suspension and the effective dates of this action. The school will inform the parents of possible alternate environments which may be appropriate for their child and provide a list of these environments upon request. The school will also prepare the child for the impending termination or suspension in a manner consistent with the child's developmental level and ability to understand the actions.

***Revised July 2023***