

**Sunrise Montessori  
of Napa Valley**

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Sunrise Montessori of Napa Valley Inc.

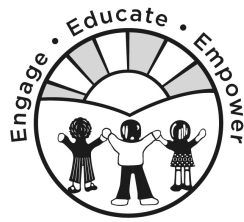
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**Sunrise Montessori  
of Napa Valley**

## **SUNRISE MONTESSORI MISSION**

*Sunrise Montessori promotes the individual development of each child, nurturing the ability to understand and appreciate other people, cultures and the environment. The school balances high academic standards with the importance of fine arts, music, physical activity, foreign language, and spiritual growth.*

*Sunrise teachers represent many years of experience and a strong dedication to children and the future. Committed to the value of self-esteem, the teachers serve as guides in each child's quest for knowledge, inner discipline, problem solving skills, and meaningful personal relationships.*

*Upon graduating from the elementary program, Sunrise students step out into the world with pride, self-confidence and the skills and desire necessary to learn and make good choices and positive contributions throughout their lives.*

## THE SCHOOL

The staff at Sunrise Montessori welcomes you and your child to our school. We are pleased that you have chosen Sunrise and we look forward to working with you in the coming years.

Sunrise Montessori of Napa Valley Inc. was established in the summer of 1978 by a group of parents and teachers who all believed in the Montessori method of education as the most effective and fulfilling way to guide a child through his early school years, a critical period for learning and setting patterns which last a lifetime.

Sunrise started as a preschool on Linda Vista Avenue and has grown in response to the support and needs of Sunrise parents and students. In 1997, after 15 years at our second site on Soda Canyon Road, we built and moved into our current home on Salvador Avenue, a site that we gratefully share with the Covenant Presbyterian Church and the Presbytery of the Redwoods. Sunrise is now complete with Toddler, Preschool, Kindergarten, Elementary, and Childcare programs, all located at 1226 Salvador Avenue.

The school is governed by a Board of Directors, composed of two directors/teachers, Janice Tres and Bonnie Sauer, who own the school. The Toddler, Preschool, Kindergarten and Childcare programs are inspected and licensed by the State of California, Community Care Licensing. The Elementary program is registered with the State of California. Sunrise, a member of The American Montessori Society, is not affiliated with any political or religious organization.

The Head Teachers of each preschool/kindergarten classroom are trained Montessori teachers. The Head Teachers of the two elementary classrooms have state teaching credentials as well as Montessori training. All of our teachers are well qualified to follow the Montessori philosophy of education and guide the children in the use of the Montessori equipment. Additionally, they are each supported by one, two, or three assistant teachers, depending on the size and age of the class. The teaching staff receives ongoing certification in CPR and First Aid.

This handbook and admission agreement is designed to provide information regarding school policies and procedures. **Please read it carefully. Return the signed and dated copy to Sunrise for your child's school file.** During the school year, the Sunrise office is in operation Monday through Friday, 8:00 a.m. to 4:00 p.m. Please call, e-mail or stop in if you have any questions regarding Sunrise programs, policies, schedules, and tuition.

## EDUCATIONAL GOALS AND PURPOSES

Sunrise is dedicated to the Montessori philosophy and method of education. Its purpose is to promote and encourage the intellectual, social, physical, and spiritual growth of each child according to his or her unique rate of development and patterns of abilities and interests. Upon arrival, the teacher greets each child individually. In

the prepared environment, the children experience and explore different interest centers that are geared to their particular age and developmental level. From the Toddler through the Elementary years, activities which stimulate intellectual skills (language, math, sciences, geography, social studies), gross and fine motor development, sensory-motor integration, conceptual skills, social grace, emotional and spiritual well being, and appreciation of art and music are provided for the child. These activities are designed to encourage self-confidence and promote a positive attitude toward others, toward the environment and toward learning.

## ADMISSIONS

Sunrise has a nondiscriminatory policy of admission for children two years through sixth grade age. Admission is based on space availability and the agreement by staff and parents that the child and class will benefit from the child's enrollment. Sunrise is not licensed for Special Education and children with special needs will be evaluated before acceptance into a school program. When necessary, reevaluation of any Sunrise student and his or her relationship to the environment and/or to the other students may be made. *Sunrise reserves the right to ask any child to leave the school at any time when the administration determines that the Sunrise program is not suited to the child or the child exhibits behavior which the school is not equipped to handle. A child may be asked to leave if the parents are unwilling to support the school policies and philosophy. Sunrise reserves the right to ask a child to leave if a tuition fee is delinquent.*

Parents wishing to enroll their child(ren) must complete the following procedure:

Parents wishing to apply at Sunrise must complete the following steps:

1. Observe the classroom in operation. Parents should plan on attending without their child(ren) for this initial observation.
2. Complete and return the application with \$35 nonrefundable application fee.
3. Read the provided Montessori materials and attend a Philosophy Meeting.
4. Meet with the Sunrise Directors.
5. When appropriate, a member of the child's early intervention or special education team will also meet with the parents, teachers and directors to determine any accommodations that need to be put in place prior to the participation in the program.
6. A new child must spend a minimum of 1 or 2 days in the program so that the teachers can meet him and assess his readiness.
7. Once a child is admitted into the school, registration and site maintenance fees are due. Kindergarten and elementary applicants will submit an additional materials fee at this time.
8. Return completed registration materials provided to you by the office.

If all classroom spaces are filled, prospective students will be placed on a waiting list and parents will be notified when space is available. **Children will be selected on a first come basis, with consideration of age, gender and special needs, to ensure a balanced ratio in each class.**

## THE SCHOOL PROGRAMS

Bonsai Room (Toddler)	MWF/TTH 9-12	2 years by 9/1
Mulberry & Willow Room (Preschool)	M-F 9-12	3 years by 9/1
Mulberry & Willow Room (Kindergarten)	M-TH 9-3, F 9-12	5 years 9/1
Maple Room (Lower Elementary)	M-F 8:30-3	6 years by 9/1
Sequoia Room (Upper Elementary)	M-F 8:30-3	
Childcare (Preschool- Elementary)	M-F 8-9, 12-5	
Summer Program (Varies year to year)	Schedule is available each spring	

Children are accepted into and advanced from program to program based on developmental readiness and chronological age as determined by the teacher and administration.

## ENRICHMENT PROGRAMS

**Foreign Language** - The Sunrise staff includes a native speaking, Spanish language and culture teacher. Spanish is introduced to the preschool children through songs, games, stories, and simple greetings, nouns and adjectives. Kindergarten students receive instruction during the afternoon and have related activities available in the classroom. At the elementary level, students receive formal lessons each week and the teacher integrates the Spanish language with class projects and units of study.

**Music and Art (Toddler, Preschool, Kindergarten)** - All Montessori Toddler and Preschool Kindergarten teachers have training in art and music, incorporating both into the daily program. For variety and depth, an outside, professional music teacher comes in throughout each week and works with the toddler and preschool/kindergarten programs.

**Music and Art (Elementary)** - At the elementary level, art is both integrated into the curriculum and taught as an individual subject. The children learn basic skills in painting, drawing, sculpture, etc. Specific guest artists are invited into the classrooms to share their knowledge and expertise. Both the lower and upper elementary programs include weekly singing and music classes, taught by professional music teachers.

**Individual Instrumental Music Lessons** - Sunrise is fortunate to be associated with several excellent instrumental music teachers who give private lessons at our school. Fees are determined by and paid directly to the music teacher.

**Physical Education (Toddler through Kindergarten)** - Physical activity is a crucial part of a young child's development. Each Sunrise class has its own playground filled with equipment that builds physical strength, coordination and agility. Equipment for team sports such as softball, soccer and basketball are available as the children mature into these interests. The afternoon Kindergarten Program also includes Physical Education class once a week.

**Physical Education (Elementary)** - The elementary students have the luxury of one play area with swings, climbing structures, basketball hoops and another large grassy field for soccer, football, baseball, and other running games. Along with daily outside activity and games, each elementary student receives formal instruction. Learning the basic rules to games and developing good sportsmanship are emphasized. Once a year, the elementary students take part in the President's Physical Fitness Program.

**Childcare (Preschool-Elementary)**- Childcare can be reserved on a daily, weekly, monthly or once a year basis. However, priority is given to those who stay longer, have siblings in another program, and on a first come first serve basis. To schedule childcare and check for availability, parents need to email or call the office. Childcare reservations should be canceled before 9:00 a.m. of the scheduled day or a "no show" charge will be billed.

Childcare is \$5.00 per half hour and is billed once a month. *A late fee of \$20.00 per family will be charged every 15 minutes or fraction thereof after the 5:00 p.m. close of Childcare each day.*

### **FRIENDS OF SUNRISE MONTESSORI**

FRIENDS OF SUNRISE MONTESSORI (FOSM) is a parent support group organized to benefit the education of children who attend Sunrise Montessori of Napa Valley, Inc. by raising funds for use in the following areas:

1. Classroom books materials and education equipment not furnished by Sunrise
2. Outdoor play equipment and yard enhancement
3. Building and site acquisition and enhancement
4. Tuition assistance for children whose parents require financial aid in order to attend the school

All Sunrise parents are part of FOSM with a small group of parents serving on the FOSM Board. The Board meets monthly and along with its fundraising capacity, the board members share ideas and suggestions with the owners of Sunrise to help ensure the ongoing educational excellence of the school as it meets the needs of the family community.

### **MEETINGS AND EVENTS**

**School Calendar** - The Sunrise calendar outlines important dates and events throughout the school year. Please make a note of these dates so that you can plan for vacation days and special events at the school. Our calendar closely approximates that of the Napa Valley Unified School District. Teacher Workdays are scheduled throughout the school year to allow the teachers time to enhance the classrooms, set up new units of study, write conference forms, attend workshops, and visit other programs. Please be sure to make necessary childcare arrangements for these days. Parents will receive a calendar before the beginning of the school year.

**Orientation** - Sunrise has special orientation times for the children and the parents. The children's short orientation on the first day of school introduces them to the school year and their classroom home. The Parent Orientation meeting is absolutely essential. The teachers discuss the upcoming school year and share information that is vital to your understanding of the school and your child's class and program. **There is no childcare available during the parent orientation.**

**Back to School Night** – In September of each school year we welcome the new and returning parents at this evening meeting. The Sunrise staff is introduced and parents have the opportunity to visit the classrooms.

**Montessori in the Morning** – During the school year, parents are invited to attend a discussion on a chosen aspect of Montessori education, led by directors and teachers.

**Tomorrow's Child** – This informative magazine by the Montessori Foundation will be available outside your child's classroom. Topics covered include: Montessori education, parenting and child development. Articles are sometimes used as the subject for our Montessori in the Morning meetings.

**Philosophy Meeting** – Each year the directors and teachers give an overview of our school philosophy, which will add to your understanding of the Montessori principles from the Toddler through Elementary years.

**Halloween** - As an opportunity to give back to their school family and engage the younger children, the Upper Elementary class creates and hosts our annual Halloween party. The party is held in the church hall or upper elementary classroom and always includes a Halloween parade. The Toddler children may choose to attend the party or stay in their familiar classroom. The school closes at noon this day, and Upper Elementary stays until 12:30 pm.

**Winter Parties** - These classroom parties take place right before our winter break. To honor and respect all of the Sunrise families and their variety of religions and beliefs, we do not, on the toddler through kindergarten levels, play games, read books or do art projects that have religious themes or connotations. In the elementary programs, the children are developmentally ready to learn about the variety of cultures and religions throughout the world, without that knowledge confusing their families' personal religious beliefs. On the day of our Winter Party, all programs end at noon.

**Curriculum Meetings** - We offer evening a parent meeting to outline and explain the toddler, preschool, kindergarten and elementary curriculum. Each year the focus is on a different subject area (Mathematics, Language, Cultural.) This meeting is very informative and helps parents understand Montessori education.

**Family Nights (Preschool-Lower Elementary)** – On this night, students bring one adult (mom, dad, grandparents, aunts, uncles, etc.) to show them their classroom. If you have multiple children attending, an adult for each child is requested. Children should not be left unattended.

**Kindergarten/Elementary Parent Meeting** - Our teachers discuss the special qualities and curriculum of our kindergarten through sixth grade programs. You will learn about the ways we see your child as an academic learner as we share our unique curriculum and philosophy.

**Experts' Night** - This is an experience that no one should miss. The 3rd through 6th year elementary students present activities that they have mastered in their classrooms. The students become teachers, explaining the various areas and activities of the classrooms. Everything from mathematical equations to geography and history lessons are shared through the expertise of the students.

**Open House**- A school-wide open house for current and prospective parents. This evening gives parents a chance to explore other classrooms and get to know teachers.

**Earth Day** - We spend the morning honoring and learning about our earth and its people. The children in each class work together in advance, preparing for the skits, dances and songs that they perform during our Earth Day celebration. This is a day of great community spirit! The school closes at noon, followed by a family picnic until 1:00 pm.

**Friends of Sunrise Auction** - In the early spring, our parent group, Friends of Sunrise Montessori, hosts a wonderful event for the community to raise money for enhancement of our classrooms, site and school programs.

**Testing** - Each spring, standardized tests are given to our 3rd through 6th year elementary students. It is very important for the students to attend all preparation lessons and each day of the test. Students should be well rested and well nourished for each testing day.

**Parent Appreciation Tea** – Each school year, the children of the elementary classes invite their parents to an afternoon tea. The parents are thanked for all that they have done for the students and classrooms.

**Graduation Ceremony** - This emotionally touching and beautiful ceremony stands as the culmination of the many years that our graduating elementary students have spent at Sunrise. All elementary students and families are invited. The school closes at noon so that all Sunrise staff can attend the graduation ceremony.

## **PARENT INVOLVEMENT**

Evening Parent meetings will be held throughout the year. Advance notice of these meetings will be given in the school calendar and/or the Sunrise Newsletter. The meetings will cover such topics as: the Montessori philosophy and methods, school curriculum, ideas on developing consistency between home and school, children's patterns of growth and development, discipline, and other topics as requested by our parents. **The first school parent meeting, held in August, is an Orientation meeting and**



**attendance is essential. At this meeting, teachers discuss the upcoming year and present information that will further your understanding of our school and your child's classroom. This information can change from year to year, so be sure to attend every fall.**

Parents are encouraged to observe during school hours once school is well under way and the children are accustomed to their daily routine and environment. Parents interested in sharing a particular skill, organizing field trips, reading with the children, helping with the classroom garden, and making classroom materials should feel free to speak with the child's teacher. These and other volunteer jobs are listed on sign-up sheets available at the beginning of each school year. Please see our General School Policies for more information about the health requirements for volunteers.

Check with the school before throwing anything away! We often can use items which you no longer need, such as paper bags, trays, paper, pitchers, buckets, fabric, yarn, art supplies, etc.

Parents play a major role in school social events such as the Halloween Party, Winter Party and Earth Day. Plan to attend open Friends of Sunrise meetings, morning coffees, Montessori in the Morning, and read the newsletters to learn ways to participate in your child's school experience.

### **GENERAL SCHOOL POLICIES**

**Illnesses and Absences - California State Licensing states that no child with a fever, diarrhea or vomiting may attend school.**

When your child is absent, please call the school. When a child comes down with a communicable disease or condition, such as chicken pox, Coxsackie, pink eye, or lice, YOU MUST notify the school immediately.

If your child exhibits symptoms consistent with a communicable disease, you may be asked to take him to his pediatrician. In this case, we will ask that the pediatrician send a note to the school stating the diagnosis.

**Medications** –All over the counter and prescription medications are allowed at school **only when absolutely necessary.** All medicines must have their original labels and complete instructions as to use. Give the medication directly to your child's teacher.

*DO NOT LEAVE MEDICATIONS IN A BAG OR LUNCH BOX. A medication form must be completed and signed by the parent before administration of the medication is allowed.*

**Releases - No child will be released to anyone whose name does not appear on the Emergency Card and Release Information filled out by the parent. Please notify teachers of changes and send a note when a new person is to pick up the child. IN ORDER FOR ANYONE UNDER THE AGE OF 18 TO PICK UP A CHILD AT SUNRISE, A PERMISSION SLIP SIGNED BY THE PARENTS MUST BE ON FILE.**

**Arrival and Departure** - Children may arrive at school between five minutes before and five minutes after their scheduled class time. It is important that your child arrive on time each day. Tardiness can create insecurity and lead to separation problems for younger children and it disrupts the classroom. Starting school on time reinforces school routines and allows for socialization before the first circle time. Consistent punctuality is a foundation block for positive educational experiences.

Children should be picked up promptly. The parent will be charged a late fee if a child is picked up more than **ten minutes** after class ends. There is no grace period at the end of afternoon childcare and a late fee will be charged immediately. This is to protect the teachers' cleanup and departure time.

**Sign-in and Sign-out Procedure** - According to State regulations, all toddler, preschool and kindergarten children must be signed in and out of all school programs by their parent or responsible party each day. This rule applies to elementary students only when they use childcare. Your child's teacher will have a sheet on which you will place the time and your **full legal signature** (initials are not legally acceptable) when dropping off and picking up your child. The school is fined for incomplete sign-in/sign-out records. As of January 2012 all fines incurred by Sunrise for a parent or guardian who fails to sign a child in/out will be passed on to the parent or guardian. This can amount to \$100.00 **per** missing signature.

**Smoking** – No smoking is allowed on the school premises.

**Clothing and Belongings** - As with most local schools, we feel that students should dress in a manner that is school appropriate and, particularly for the elementary students, sets a standard of appearance that is conducive to learning, concentration and respect among classmates.

For all Sunrise students, clothing should be completely washable, comfortable and weather appropriate (boots for rainy days because we go outside). **Action figures and scary images are not allowed.** Shoes should support and protect feet during outdoor play. **Platform, backless and high heel shoes are not appropriate.** For elementary students, shirts should cover the midriff area and no halter or spaghetti strap tops may be worn to school. Pants should not sag, hang low on their hips, or show underwear. Shorts should be of a modest, long length.

Please label **all** extra clothing, coats, sweaters and other personal belongings. For the toddlers and preschoolers, an extra set of clothes, in a clear plastic bag, must be left at school throughout the year. THESE CLOTHES MUST BE LABELED. Twice a year all unclaimed, unlabeled items will be donated. It will be to your benefit to check the Lost and Found once a month.

**Policy on Dogs at School** - In accordance with the recommendation of our insurance broker, and in consideration of the safety of our students, staff, parents and visitors, Sunrise does not allow dogs on campus at any time. Anyone bringing a dog onto campus will be asked to remove the dog from the premises immediately.

**Policy on Toys at School** - Sunrise provides a rich environment for the children and it is unnecessary for toys to be brought from home. The exceptions occur on sharing day, during naptime and when a young child needs a security item. Sharing days vary from class to class. **NO WEAPONS, ACTION FIGURES, OR SCARY IMAGES** may ever be brought or depicted on school clothing, shoes, lunch boxes, etc.

**Nourishment** - A nourishing snack will be provided for the children each day. The snacks provided give the children a little added energy to help them through the day and should **not** be considered a meal. A hearty breakfast before coming to school is of utmost importance. **PLEASE INDICATE ANY FOOD ALLERGIES YOUR CHILD MAY HAVE.**

**Sunrise is a peanut free school.**

If children stay beyond noon, they must bring a lunch to school. Please pack a high protein and nutrient packed meal. Avoid sugary dessert foods and those containing artificial additives. **NO CANDY OR SODAS.** These items are not allowed at any time at Sunrise. This includes birthdays and holiday parties. For safety reasons, please do not pack glass bottles in lunches. Any uneaten food will be returned home in the lunch bag/pail for your information.

**Food Allergy Guidelines** - Our Sunrise Montessori staff strives to provide a safe and healthy environment for all children. We follow these guidelines to the extent possible but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction.

- All children's allergies that require treatment must be documented by a medical professional, including symptoms that indicate a reaction is occurring and instructions for administering medication.
- We talk to the children about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals.
- We clean tables and other work surfaces regularly.
- We do not permit the sharing of food in lunches or in snacks.
- We post lists of allergies in every classroom. The teachers and assistants are required to be familiar with every child's allergies.
- We make every effort to avoid serving food that contains peanuts or any traces of such food. Foods sent in by parents that are processed on equipment that also processes peanuts are allowed to be served.
- If children have life-threatening allergies to foods, parents must provide an acceptable nonperishable snack to be kept at school and served as an alternative, as needed. If their parents request, these children may sit apart from the others when eating snack or lunch.
- Every staff member who works in a classroom with a child with severe allergies is required to be trained in the use of an EpiPen.
- We require that children do not bring foods containing peanut products in their lunches. If a staff member discovers such foods in a child's lunch, it will be removed and the parent reminded of our guidelines. The child's hands and lunch area will be immediately cleaned.

- While we make every effort to be a peanut-free school, it is important to recognize that food prepared in parent homes or restaurants may not be coming from a peanut free environment.

**Birthdays** - Children are encouraged to bring a healthy birthday snack to share with their classmates. Food containing artificial coloring, preservatives, and refined sugar are not allowed. Your child's teacher can provide you with a list of nutritional snacks.

Each classroom has their own traditions and you will be notified in plenty of time. No goody bags are allowed. If desired, you may donate a book in your child's name for her classroom library. Teachers will have ideas of appropriate books.

To avoid hurt feelings, please send all party invitations to the children's home addresses. Do not send them to school with your child. Word travels quickly within a classroom. Children who are left out can be devastated by perceived peer rejection.

**Family Vacations** - Please plan your family vacations for times when school is not in session. Family vacations during school time cut into valuable learning time, especially for kindergarten and elementary aged children.

**Parking** – We ask that Sunrise families and visitors be considerate of others and not park in unmarked parking spaces, designated spaces for the church, or along curbs in the parking lot that would obstruct the driving lanes. You may not idle, speed or illegally park at any time in the parking lot. The parking beyond the gate is only available to teachers during school hours. Parents may use the back parking lot during evening meetings.

**Respect for the Site** – Sunrise Montessori has lovingly landscaped and maintained the grounds immediately surrounding the school. We are fortunate that Covenant Presbyterian Church takes great pride in the site as well. Please encourage your children to walk on the designated pathways and leave the flowers for others to enjoy.

**Sales on School Premises** - All sales of Girl Scout cookies and other items on the school premises must be approved by the school administration in advance. Sales will take place at a group table in front of the school during school hours. A sign will be placed at the table to identify the group. An adult leader must accompany students, and sales must be conducted in a polite, friendly, and low-key manner.

**Photographs** - On occasion, photographs may be taken of students at school, on field trips, and during special events by Sunrise parents and by school personnel. It is understood that by enrolling students in Sunrise Montessori that Sunrise Montessori and Sunrise parents are granted permission to take photographs of students for the sole purpose of sharing photos with other Sunrise families and using photos for school-designated purposes.

School photographs are taken annually, Preschool through Elementary are in the fall, Toddlers are in the spring. Parents may choose to purchase individual portraits and/or a group class picture.

**Field Trips** - Kindergarten and Elementary classes take field trips throughout the year. Parents are notified of each trip as it comes up during the year and a field trip release must be signed by the parent allowing the child to join the trip. Driving is done by volunteer parent drivers and each child is buckled into a separate seat belt. Children must be provided with a car seat if they are legally required to use one. These trips are taken during regular class hours.

#### **Guidelines for Field Trips**

- Sunrise must have the following information on file for all parents and staff who drive on a field trip:
  1. A current "Volunteer Driver Annual Data Sheet"
  2. A copy of the driver's current **Automobile Policy Declaration**, which includes the name of your insurance carrier, policy number, policy limits, and renewal date (if the declaration does not include a "Good Driver's Rating," a current DMV printout must accompany the insurance information)
- Parents will indicate on the permission form the type of seat their child uses.
- Parents will label their child's car seat or booster seat.
- Children will be placed in cars based on the type of seat they use.
- On field trip day, field trip drivers will pull into the back parking lot. Your child's teacher will tell you what time you should drive to the back lot.
- In the information the drivers are given the day of the field trip, there will be a list of the children who will be traveling with them along with type of seat each child uses.
- Once all the children are in the cars, a teacher will go to each car and check that everyone is in the correct type of seat. Only after the teacher has checked the car may the driver leave.
- Only in the event we are short of space in the parent cars will a teacher drive on a field trip. The teacher will have fulfilled all the requirements we have for parent drivers.
- Upon returning to Sunrise, you will be responsible for the children in your car until a teacher arrives.

Field trips are arranged for the children attending a Sunrise program. It is a class experience. We rely on the parent drivers to assist in the supervision of our students away from the school grounds. We ask that childcare is found for siblings.

On occasion, a walking field trip is taken around the neighborhood for the purpose of observing or collecting natural materials for the classroom. If a parent does not wish to authorize such neighborhood walking excursions for their child, please notify the classroom teacher.

Overnight trips for the older elementary students are taken one or two times per year. Parents will be informed well in advance.

**Requirements for Volunteers** – For the health and safety of our students, we require that all parents who drive on field trips or volunteer in the classroom, provide a statement that they are in good health, and provide proof of a negative TB test within the last four years.

**Disaster** - In the event of a natural disaster, the children will remain at school until picked up by their parents or an individual listed on the emergency release form. Unless advised by authorities to evacuate, the children will not be taken to any other location. If they are moved, the location will be posted. All reasonable precautions for your child's safety and health will be taken.

**School Records - According to state licensing requirements, children may not attend school until all required forms are on file at school. (See Admission and Enrollment section for a list of forms.)**

Each child's records must be kept up to date. Please notify the school as to changes, additions, or deletions concerning address, phone numbers, allergy information, vaccinations etc.

**Custodial Papers** - Sunrise Montessori must have a copy of all current legal papers regarding child custody rights when parents are separated or divorced. A copy of these papers will be kept in the child's file. These papers must include the following information:

- Physical custody
- Legal custody
- Visitation rights
- Restraining orders

Unless Sunrise receives legal papers regarding the custodianship of a child, it is assumed that both parents have equal rights of custody.

**Parent Teacher Conferences** - Parent Teacher Conferences are routinely held twice a year (in Fall and Spring). The teacher or the parent may request additional conferences. Strong communication lines between the teacher and the parents enhance the child's success and happiness at school. Please feel free throughout the school year to contact your child's teacher when a question or problem arises. Teachers will make an appointment with you at a mutually convenient time. **Remember that teachers are responsible for their classes during drop off and pick up times, so they are not available to answer in depth questions at these times.**

**Student Long Term Planning Meeting - Sunrise Policy on Parent Participation**

-Planning meetings are sometimes scheduled to map out and discuss a child's needs, and set goals for an extended period of time. The entire team of teacher(s), parents and involved outside resource specialists is needed at these long term meetings to complete an accurate picture of the child.

**In the best interest of the child, both parents are required to attend a long term planning meeting.** It is important that both parents hear the details and subtleties of the information shared and are both in agreement with the adopted plan. This plan will have educational ramifications for their child over the next one, two or three years, and the parents play the most valuable and vital role in assuring its success.

## POLICIES ON DISCIPLINE AND STUDENT BEHAVIOR

**Sunrise Philosophy on Discipline** - At Sunrise, we have created a school community in which individuality blossoms while social responsibility grows. Learning appropriate social behavior is a major educational goal; as important as learning to paint, draw, add, subtract, and read. We have a firm set of ground rules founded on the importance of respecting the environment and other people. It is the teachers' job to help the children learn these ground rules and to encourage inner control and the ability to deal positively with frustration, anger, and disappointment. The teachers apply logical consequences to inappropriate behavior. **CORPORAL PUNISHMENT AND SHAMING ARE NEVER USED AT SUNRISE.**

**Sunrise Policy on Student Behavior** - Parents choose Sunrise for many reasons. One of those reasons is to have their children in an environment distanced from some of the harsher language and behavior of our society.

In order for all children at Sunrise Montessori to learn and grow in a safe, positive and supportive school environment, the following standards of student behavior must begin to develop in the Toddler program, continue to grow in preschool and kindergarten, and be firmly in place by the beginning of lower elementary.

1. Respectful, positive interaction with the teachers
2. Age appropriate directions followed independently with a positive attitude
3. Respectful, positive interaction with peers
4. Age appropriate listening skills
5. Age appropriate command of voice tone and volume
6. Appropriate use of school equipment and materials.
7. Classroom behavior that respects the other children's' right to learn
8. Regular school attendance

The following behavior is never acceptable:

1. Physical and verbal outbursts and rude, unkind remarks
2. Teasing, insulting words toward peers and/or adults
3. Running away from teachers and classrooms
4. Refusal to follow directions and guidance from teachers

In December of each school year, the children are assessed for potential enrollment for the following year. However, reevaluation of any Sunrise student and his or her relationship to the environment, the teachers and other students may be made whenever necessary. *Sunrise reserves the right to ask a child to leave the school at any time when the administration determines that the Sunrise program is not suited to the child or the child exhibits behavior which the school is not equipped to handle.*

**Use of Restraint-** It is against State Licensing Regulation to physically restrain a child. If a child loses his self-control (temper tantrums, hitting other children and/or teachers, running outside the school yard gate, etc.) a teacher MAY NOT hold on to his body in restraint of any kind. If a preschool/kindergarten or elementary teacher finds no other way to ensure the safety of your child, and must restrain him in any manner, you will be

informed. Licensing will also receive notification. If a child must be restrained more than two times within the span of a month's time, the child may be dismissed from school for a period of time or asked to move to another school.

**Advancement from Program to Program** - Prior to a child moving from one Sunrise program to another, the staff will assess the child's readiness for the change. Advancement into the next or older school program is conditional, and partially based on the school's standards of behavior. At the end of each program, children will be evaluated not only for educational growth but also for the social and emotional behavior necessary to successfully enter the next phase of education at Sunrise. If a child does not show the necessary behavior or educational growth, parents will be asked to either seek professional support or find a new school.

### **TUITION AND FINANCIAL AGREEMENT**

The following information is included on the financial agreement signed by all parents before acceptance to Sunrise and **appears on the application form.**

I understand that the Sunrise tuition is an annual fee and agree to pay the tuition in one of the following ways:

1. A total of ten installments, the first of which is the nonrefundable Enrollment Deposit, is due within 5 days of enrollment confirmation, with the remaining nine due on the first of each month beginning July 1<sup>st</sup> and ending March 1<sup>st</sup> of the following year.
2. Two semester installments, the first of which is due July 1<sup>st</sup> and is less the Enrollment Deposit, with the second installment due on November 1<sup>st</sup>.

I understand that upon acceptance into Sunrise Montessori, I will submit the following fees:

#### **Toddlers & Preschoolers**

- A \$250 site fee is due on June 1<sup>st</sup>, (partially refundable if child withdraws prior to 12/01/13)

#### **Kindergarten & Elementary students**

- A \$250 site fee is due on June 1<sup>st</sup>, (partially refundable if child withdraws prior to 12/01/13)
- A Materials/Field Trip Fee of: \$100 for Kindergarten students, \$200 for Lower Elementary students and \$300 for Upper Elementary due on June 1<sup>st</sup>, (partially refundable if child withdraws prior to 12/01/13)
- Payment of your invoice is due upon receipt. Amounts not paid within 10 days will be charged a late payment fee of 1.5% of the outstanding balance. A \$25 charge will also be made for each check returned by the bank. I understand that my child's enrollment in Sunrise will be forfeited if my tuition payments are more than two months past due. I hereby agree to notify Sunrise Montessori, in writing, two weeks in advance of withdrawal of my child, or submit to Sunrise the equivalent of two weeks tuition in lieu of two weeks notice if such notice is not given. I understand that no refund can be given after February 1<sup>st</sup> of each year. Children in school as of that date will be charged tuition through the June closing date.



Sunrise has a non-discriminatory policy of admission for children two years through sixth grade age. Admission is based on space availability and the agreement by staff and parents that the child and class will benefit from the child's enrollment. Sunrise is not licensed for Special Education and children with special needs will be evaluated before acceptance into a school program. When necessary, reevaluation of any Sunrise student and his or her relationship to the environment and/or to the other students may be made.

*Sunrise reserves the right to ask any child to leave the school at any time when the administration determines that the Sunrise program is not suited to the child or the child exhibits behavior which the school is not equipped to handle. A child may be asked to leave if the parents are unwilling to support the school policies and philosophy. Sunrise reserves the right to ask a child to leave if a tuition fee is delinquent.*

### **STATE LICENSING INFORMATION**

**INSPECTION AUTHORITY BY COMMUNITY CARE LICENSING-** "The Department of Licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent. The Department of Licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physician examine the client."

**COMPLAINT PROCEDURES (THROUGH STATE LICENSING)-** Parents have the right to call or write the licensing agency if fault is found in the operation of the facility or the treatment of their child. Call or write to:

Community Care Licensing  
101 Golf Course Drive, Suite A-230  
Rohnert Park, California 94928-1718  
707-588-5038

### **PARENTS' RIGHTS**

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility, in which their child(ren) are receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child(ren) is receiving care.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notice of parent's rights to enter and inspect be posted in the facility in a location accessible to parents/guardians,
5. The law authorizes the person in charge of the child day care facility to deny access to a parent/guardian under the following circumstances:
  - a. The parent/guardian is behaving in a way which poses a risk to the children in the facility, or
  - b. The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent not to permit access to the non-custodial parent.

**SIGNATURE PAGE**

We have received and read the school policies of Sunrise, the Parents' Rights statement, the "Inspection Authority by Community Care Licensing" and the "Complaint Procedure." We agree to the policies of Sunrise Montessori as stated in the Parent Handbook and Admission Agreement. Signatures and printed names of **both** parents/guardians are required.

\_\_\_\_\_  
Parent or Guardian (Print Name)      Parent or Guardian Signature      Date

\_\_\_\_\_  
Parent or Guardian (Print Name)      Parent or Guardian Signature      Date

\_\_\_\_\_  
School Representative      Date

**PLEASE RETURN ENTIRE HANDBOOK WITH SIGNATURES FOR YOUR CHILD'S FILE.  
DO NOT REMOVE THIS PAGE**

Revised  
May 2013