



# Parent Handbook

## **Mission Statement**

The mission of Sundrop Explorers Academy is to provide a nurturing, educationally-rich, early childhood environment that meets the whole child's developmental needs while initiating children into a lifelong, meaningful relationship with the natural world.

## **Sundrop Explorers Academy**

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# Welcome to Sundrop Explorers Academy!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of classes to give our teachers and your child an opportunity to meet and become better acquainted. Meet and greet orientation schedules will be provided prior to the first day of school.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Sundrop would be glad to address any of your questions or concerns. Once again, welcome!

## Our Philosophy & Curriculum

- The Sundrop Explorers Academy develops resilient, thriving children by nurturing their innate passion for learning, independence, and the natural world. We believe that early childhood is a precious time of tremendous growth - a time that should be cherished and unrushed. We also believe that what children are exposed to during their early childhood years, and how they are taught to engage with their world, are of utmost importance to their future. This is why the Sundrop Explorers Academy is: Child-Centered, Nature-Based, and Montessori-Inspired.
- **Child-Centered.** The Sundrop School maintains that children are complete beings who are naturally driven towards learning, independence, and interest in the natural world. This means that each child's individual interests and pace are respected, and deep appreciation for the early childhood years is a constant underpinning of all that we do. Children at Sundrop are encouraged to respond to their own natural curiosities. Skilled adults trained in early childhood education and the Montessori method, and/or environmental education serve as guides who help children go deeper into their individual interests, provide a safe container for learning, exploration, and risk-taking, and nurture them through this critical period of development.
- **Nature-Based.** Children thrive in nature, and regular time spent outdoors is essential for children's well-being and development. The forest, pond, bog, or meadow are the perfect classrooms and are the gateway to a child's understanding of her or his place in the world. In these settings, children learn resilience, problem-solving skills, empathy, social and emotional intelligence, and a multitude of other character traits that this world urgently needs. Because outdoor experiences are crucial for whole-child development, Sundrop Explorers Academy places utmost importance on outdoor immersion for its students. Screens are not used by Sundrop students, and the use of technology is kept to a minimum. At least two hours - and up to the entire day at Sundrop - is spent outdoors. Sundrop's nature education focuses on our local Northern Michigan ecology, wildlife, and natural features, and is centralized around the seasons.
- **Montessori Backed-Curriculum.** Montessori philosophy is based on providing a peaceful, mixed-age, child-directed environment for young children. In a Montessori classroom, whether indoors or outdoors, children are given long blocks of uninterrupted time and freedom to explore and master a concept. The Montessori curriculum is organized around five key areas: language, math, science, life skills, and sensory. In addition to the five key subject areas, the Montessori curriculum also focuses on developing important life skills, including critical thinking, problem-solving, time management, and communication. Furthermore, most programs incorporate cultural subjects and electives such as art, music, history, and physical education.

Older children can serve as “instructors” to younger classmates, reinforcing learned skills and providing opportunities for leadership and growth. The Montessori approach allows children to learn at their own pace and in a self-directed manner. The Montessori materials found in the classroom are carefully designed and thoughtfully made of natural materials and have been developed over the years to drive curiosity, encourage independence and a sense of accomplishment, and fuel each child’s innate love of learning.

- **Reggio Emilio:** We incorporate the Emilio Reggio approach when engaging with art and creative artistic projects.
- **Project Based Learning:** Starting in February we begin our project based learning. Project based learning allows for the child to learn all content area while studying a specific subject or topic.
- **A Balance of Play and Structure.** The Sundrop School believes that allowing children time to play freely is strongly needed in this fast-paced, tightly-scheduled world. We also believe that nurturing guidance and an educationally rich and robust learning environment are crucial for their development. Because of this, Sundrop Explorers Academy utilizes a harmonious blend of structure and freedom, where children will have the opportunity to play freely each day, and also spend uninterrupted time working towards mastery in core subjects in the Montessori-inspired classroom of materials. These materials are specifically designed for children to learn the five key elements of the Montessori curriculum: practical life, sensorial, language, math, and social studies.
- **Nonsectarian School:** The Sundrop Explorers Academy School is not affiliated with or restricted to any particular religious group. Students do not receive instruction based on any set of religious beliefs. We do not promote any religious beliefs, encourage participation in religious activities, or maintain affiliation with a particular church or religious organization. The school may provide for the scholarly study of religion as a discipline of knowledge in a manner similar to that provided for any other field of study when speaking about geography of the world or other cultures.

## **Admission Enrollment and Tuition**

Children ages 6 through the age of 9 are eligible for enrollment at **Sundrop Explorers Academy**. The enrollment window will open every calendar year in February.

Documents to be completed and returned before enrollment are:

### *Learner Intake Form*

- *Tuition Contract*
- *Outdoor Exploration Liability Waiver*
- *Volunteer Application*
- *SEA OIA Parent Partnership Agreement*
- *SEA Tuition Contract*

## **FEES**

A late payment fee of \$25.00 will be charged for all payments **not received by the 5th of each month, unless previous arrangements have been made.**

**A Late Pick-Up Fee** is due when the student is picked up at a rate of \$15.00 per 15-minute interval, or \$1.00 per minute after the times stated below:

- Pick up is no later than 3:15

Sundrop Explorers Academy reserves the right to terminate the school contract at any time if it determines, in its sole discretion, that:

- The student is unable to thrive in the school's environment
- The school is unable to meet the student's needs
- The attitude or conduct of the student or the parents is not compatible with the school's mission or with the welfare of the other students

If the school terminates the contract under the above circumstances, the parent will be excused from further tuition responsibility.

The school is limited to a refund of the unearned portion of tuition paid in advance of services.

## **Daily Schedule**

8:00–8:30 AM: **Arrival & Daily Planning**

8:30–11:15 AM: **Guided Lessons, Materials, Independent Work, Writing, Socratic Seminar or Research**

11:15–11:45 AM: **Mastery Practice (spelling, math, written exercises)**

12:00–1:15 PM: **Lunch & Recess Afternoon Work Cycle**

1:15–2:45 PM: **Projects, Science, Art, Presentations**

**2:45–3:15 PM: Clean-up, Mindfulness, Journals, Goals**

## **UNEXPECTED CLOSINGS**

Sundrop Explorers Academy will be closed whenever Roscommon Area Public Schools close for Snow Days and other situations beyond our control (e.g., ice storm, electrical outage, no water service). Parents will be informed of unexpected closings using 9 & 10 News and our electronic notification system (Transparent Classroom). In cases where Sundrop is told we must close temporarily, and it is beyond our control, tuition is still due. Sundrop Explorers Academy will make every effort to pro-rate, discount, or credit accounts as necessary.

## **DROP-OFF AND PICK-UP POLICIES**

When arriving at the school, please park in the front parking lot and walk back to the Gahagan Nature Center. Follow the paved path straight back and around to the front of the cabin/nature center, follow path between the two buildings to the ramped entrance at the back of our classroom. If you have any trouble, please, text me at 231-253-4003.

We will not release a child to someone other than a custodial parent or individuals designated on the **enrollment forms** unless written authorization is provided to the school. We will ask for photo identification of the person picking up your child. Authorization can be granted on the emergency information form, but make sure to include a note anytime changes in regular dismissal are made. Please be sure to let a staff member know when your child arrives and leaves the school. When your child arrives for the day, his/her arrival time will be recorded by a staff member in Brightwheel. The departure time, also noted by a staff member, will be recorded as the time you and your child leave the school grounds for the day. Staff members will be happy to discuss this process with you if you have any questions.

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns, please schedule an appointment or message us via Transparent Classroom.

## **.Discipline Policy**

STUDENT CONDUCT: Sundrop Explorers Academy aims:

- To balance the freedom and responsibilities of the individual with the need for cooperation, order, and goodwill within the group.
- To provide an environment where the child will experience encouragement, affirmation, and community.
- To ensure the physical and psychological safety of every student.
- To enable each student to develop a high standard of moral integrity gained through growth in self-discipline.
- To aid the child in their process of developing into responsible adults;
- To maintain a high standard for student behavior that reflects positively on self, family, school, and community.
- To nurture each student with respect and fairness.

STAFF CONDUCT: Sundrop Explorers Academy grounds its entire program in the significant relationship between adult and child. A positive, supportive, and loving bond promotes the child's self-esteem and sense of security. The role model provided by the adult teaches children positive problem-solving techniques and courtesy. Children are continuously taught how to solve problems, deal with frustration, and express feelings in a manner that is growth-producing and positive. All staff are trained in Conscious Discipline and use it as a model. Some examples of positive methods of discipline include:

- Redirecting or distracting a child from the unacceptable activity to a constructive one
- Planning ahead to prevent problems
- Encouraging, teaching, and modeling appropriate behavior
- Setting consistent clear rules
- Talking to the child about the feelings he /she is having
- Offering alternative solutions to the problem
- Involving children in solving the problem
- Ensuring a relationship between the behavior and the discipline method
- Tailoring the method of discipline to the individual child

- Removing the child from the source of conflict

### RESPONSE TO MISBEHAVIOR:

- Minor disruptive or harmful behavior to others will result in the child being asked to reflect on their choices. Teacher will redirect as necessary.
- Chronic misbehavior involving excessively disruptive or harmful behavior will result in removal of the child from the source of conflict to brainstorm a solution to the problem with a classroom teacher.
- Major misbehavior that significantly disrupts the harmony of the group will result in a conference with parents. If the behavior continues, parents may be asked to seek professional assistance and may be asked to remove their child from the class.

**Sundrop Explorers Academy does not engage in corporal punishment of any kind.** *All of the following means of punishment are prohibited: (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. (b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar. (c) Restricting a child's movement by binding or tying him or her. (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. (e) Depriving a child of meals, snacks, rest, or necessary toilet use. (f) Excluding a child from outdoor play or other gross motor activities. (g) Excluding a child from daily learning experiences. (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure. (i) Time out must not be used for children under 3 years of age.*

## **Communication**

Proper communication between our parents and the teachers and staff of Sundrop Explorers Academy is extremely important. Teachers will be sending a monthly newsletter through Transparent Classroom. We also plan to use the Transparent Classroom app to send text messages to your phone for basic reminders, school closures, developmental observations, basic needs, photographs, etc. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted!

**Parent-teacher conferences** will be held twice a year in the fall and the spring to discuss your child's development.

Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*.

The director must be informed of any of the following changes:

- Address and/or phone numbers, or e-mail address · parent/guardian employment,
- Health/immunizations up-dates, or;
- Other pertinent information related to your child
- In addition, if you are a family that uses English as a second language we will make an effort to communicate to you in your chosen language if requested

### CONFLICT RESOLUTION

If an issue should arise between a family and a staff member, or between two families, we encourage the concerned party to speak directly to the staff member, or family, prior to coming to the director. If the problem remains unresolved, or the parent wants to make sure the Sundrop Explorers Academy Board of Directors is aware, our door is always open. A Sundrop Explorers Academy Board member will act as a moderator in situations that require more attention or are reoccurring. We will make every effort to remain fair, with our main priority being the safety and quality of care of the children at Sundrop Explorers Academy.

## **Meals, Snacks, and Food Allergies**

Nutritious food is essential for young, growing bodies. We encourage parents to establish sound eating habits at an early age. Water is also essential to proper cognitive and physical function. A nutritious and healthy diet:

- Emphasizes fruits, vegetables, whole grains.
- Includes a variety of protein foods such as seafood, lean meats and poultry, eggs, legumes (beans and peas), soy products, nuts, and seeds.
- Is low in [added sugars](#), [sodium](#), saturated fats, *trans fats*, and cholesterol.

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items daily for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun, alternatives upon request.

At Sundrop Explorers Academy, parents are **responsible for their children's lunches and snacks**. All children need to bring a lunch each day. Parents are also **responsible for packing a reusable water bottle** each day. Lunch boxes and water bottles **MUST** be labeled with your child's **first name and last name initial**. Lunch boxes that have a frozen pack inside are recommended. Please be sure to send nutritious lunches your child will eat and enjoy, which include the important basic food groups stated above. Please do not send candy, pop or sugary foods. Please, have warm foods heated and in a thermos.

### **ALLERGIES**

Please notify Sundrop of the child's allergies at the time of enrollment. We will work together to develop a plan that accommodates the child's needs throughout the school, including in the classroom and on any field trips. If necessary, provide written medical documentation, instructions, and medications as directed by a physician. Provide properly labeled medications and replace medications after use or upon expiration. Educate the child in the self-management of their food allergy, including safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, how to read food labels. If a reaction has occurred, we will review policies/procedures with our staff, family, and the child (if age-appropriate).

### **TRASH FREE LUNCH**

One of our goals at Sundrop Explorers Academy is to help create future stewards for our environment, community, and beyond! This begins now by modeling sustainable practices and showing students how we can influence the health of our forests and watersheds. We can help these ecosystems by reducing the amount of trash and single-use plastic we use.

At Sundrop Explorers Academy, we would like to have trash-free snacks and lunches. We ask that students bring all food items in reusable materials (ex. lunch boxes, snack bags, water bottles, etc.).

## Clothing

Nature-based learning can be messy. For this reason, it's important that children come dressed for messy, outdoor play. When preparing your child for the day, be aware that your child will be indoors and outdoors with access to mud, water, paint, glitter, glue etc. Children also need comfortable, close-toed, protective shoes with gripping soles for running, jumping, and climbing. In addition, your child will need a pair of indoor shoes (not slippers) that they are able to put on independently.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

### **Every day, your child should have with them:**

-Appropriate, close-toed footwear. (Hiking boots, tennis shoes, or other outdoor shoes that will stay on their feet for dry, warm days. Waterproof Boots in fall and spring; Insulated Waterproof Boots in winter.)

\*Durable outside shoes can be left at the center and stay in your child's cubby.

-Indoor Shoes to be kept at school.

-Sweatshirt or sweater

-Sun hat for warm days, knit cap for cool and cold days.

-Complete extra sets of clothing, including socks and underwear.

Outdoor exploration is an essential part of the Sundrop Explorer's curriculum. Please ensure that your child is prepared to spend at least 2 hours outside (if the temperature is over 10 degrees); rain, snow, or shine.

*\*A waterproof, one-piece rain suit will be issued by Sundrop to each child to use as an outer-layer for the school year.*

Clothing needs for each season include:

### **Fall/Spring:**

-Rubber boots

-Jacket or sweatshirt

-Rain suit (provided by Sundrop) or rain jacket with hood and rain pants.

### **Winter:**

-Snow pants

-Winter coat

-Waterproof mittens

-Warm hat

-Neck warmer

-Insulated winter boots

-Wool or fleece socks

It is disruptive to the class if your child has to come inside because he or she is not adequately dressed for the outdoor elements. An extra sweater or sweatshirt at school is recommended for sudden temperature changes. All clothing, including coats and boots, must be labeled clearly with your child's name.

## **DRESS CODE**

Sundrop Explorers Academy has created a policy around appearance to maintain individuality, self-expression, safety, and equality on campus and at school events. The dress code is intended to offer guidelines to minimize clothing-based distractions. We expect students and faculty members to dress and groom themselves in a manner that shows respect for oneself, for others, and for the process of learning. Standards for dress are based on the need for comfort and self-expression balanced with functionality, and standards for the school environment. Members of the Sundrop community dress in clean clothing free of excessive rips and tears. Clothing, including footwear, is appropriate for all school activities and does not interfere with a person's ability to participate appropriately.

- Clothing should be such that it does not need consistent or excessive attention to keep it in place.
- All articles of clothing must cover undergarments and provide appropriate coverage for all school activities keeping in mind the need to move freely, both inside and outside.
- All clothing must cover the midsection and back.
- Clothing and accessories must not have offensive images or messages, must not promote illegal drugs, marijuana, alcohol, tobacco, weapons or violence.
- Clothing must not degrade any group or community, or present a hazard to self or others.
- Bare or stocking/sock feet are not permitted.
- Eyes and ears must be visible while indoors in the classroom, and hallways.

### **What to bring / Leave at home**

Children in this age range like to share. We recognize this interest and see it as an opportunity to foster skills important to self-expression. Children are welcome to bring an object to share in their classroom. If your child chooses to do so, please help him/her choose objects that are of interest and benefit to the life of the group. Natural specimens, something from another culture, something the child has made, or an interesting book are popular items. Toys, money, candy, gum, cosmetics, and similar items are not appropriate.

### **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided to children while in attendance at the center. Your permission for your child to participate in *walking* excursions is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

### **Pest Management Policy**

The goal of this integrated pest management policy is to provide a safe and healthy learning

environment that is relatively pest-free with the least possible use of pesticides. To achieve this goal, it is the policy of The Sundrop School. to develop, implement and maintain an integrated pest management program for the control of pests and minimize pesticide exposure to children, faculty, and staff. This policy is consistent with the State of Michigan's Act 451, Part 83, which encourages schools to adopt an IPM strategy. Sanitizers, germicides, disinfectants, or antimicrobials are exempt from the IPM /notification requirements. This policy adheres to the principles of IPM and is conducted in accordance with all federal and state laws and regulations and local ordinances.

Pests are controlled to protect the health and safety of students and staff, maintain a productive learning environment, and maintain the integrity of school buildings and grounds. IPM is a pest management system that uses all suitable techniques in a total management system to prevent pests from reaching unacceptable levels or to reduce existing pest populations to acceptable levels while balancing the risk of the pest with the potential risk of the management technique.

Records of pesticide use shall be maintained on-site to meet the requirements of the Michigan Dept. of Agriculture.

### **NOTIFICATION/POSING**

The Center Director is responsible for timely pre-notification to students' parents or guardians and the school staff of pesticide treatments under the requirements under the Natural Resources and Environmental Protection Act 451, Part 83.

Reentry to a pesticide-treated area may not occur less than 4 hours after application unless the product label requires a longer reentry period. Outdoor ornamental and turf applications of liquid spray pesticides shall not be made on school grounds within 100 feet of an occupied classroom during normal school hours or when persons are using the treatment area.

Advance notice of the application of a pesticide will be given at least 48 hours before the application. Notification will be posted at the entrance of the school as well as sent electronically via email or Brightwheel.

### **Photographs and Publicity**

Photographs of the children in our programs may be taken occasionally and may appear in newspapers, magazines, brochures, publicity materials, social media and/or educational training. Your permission for photographs of your child, to be used without compensation, is part of this agreement

### **Immunizations and Physicals**

An immunization record or waiver will be required and submitted to Oakland International Academy.

### **Wellness Policy**

You are the best judge of your child's health and we trust you will not bring a sick child to the center. If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center. However, if while in our

care your child becomes ill, displays an unknown rash, cries, complains, or acts out of character for a long time you may be called to come to take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. A child who is too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.

The following criteria will be considered in determining if your child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor's note is required.
- Fever of  $100^{\circ}\text{F}$  (taken by mouth) or  $99^{\circ}\text{F}$  (taken under the arm). The child must be fever-free for 24 hours *without the aid of Tylenol, or other fever-reducing medications*.
- Diarrhea (more than two loose, watery stools), or vomiting. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal, and no other symptoms of illness are present. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). The child may return 24 hours cough free without the aid of cough suppressant, or allergy medication.
- Crying and irritability for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complains about discomfort, or not interacting with the class is a reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
- Highly contagious conditions such as:
  - Head lice: suggested treatments available upon request. The child must be nit free to return to school.
  - Chickenpox and Hand Food Mouth: The child must be fever-free and sores scabbed over.
  - Strep throat: The child must have 24 hours of antibiotics in his/her system.
  - Mumps, pinworm, impetigo, conjunctivitis (pink eye), etc: Follow the doctor's recommendations or HD method of
  - Treatment.
  - COVID: If your child tests positive for COVID-19, they will need to stay home for at least 5 days. Go to: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html> to learn more about CDC recommendations and guidelines for COVID-19.

If a staff member, volunteer, or child in care has contracted a communicable disease, parents will be notified in writing on the day we become aware of the illness. We will include:

- a. The name of the communicable disease the children were exposed to.
- b. The symptoms of the disease.
- c. Prevention measures as recommended by the U.S. Centers for Disease Control and Prevention (CDC) at the following website:  
<https://www.cdc.gov/DiseasesConditions>.

## **PANDEMICS**

Center for Disease Control, Department of Health, and/or State Child Care Licensing Rules will

be followed. The response will include but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communicating with families and regulating agencies.

## **MEDICINE**

Prescription medication will only be administered after a parent signs and dates a form entitled, [Medication Permission and Instructions](#). The parent must provide all medications.

Non-prescription medication such as Tylenol, Motrin, or other fever-reducing medicines will not be administered at the center. This also includes cough syrup or nonprescription allergy medication.

- Prescription medication must be in the original container and labeled with the child's name.
- A parent or guardian must administer the first dosage under their supervision; never the center staff.
- Medication will be stored per the manufacturer's instructions and properly secured in a locked cabinet.
- Any unused or unclaimed medication will be destroyed by the program director when a prescription is no longer to be administered to a student and/or a parent has not arranged for pick-up at the end of a school year.

Staff cannot administer medication (prescription) without the proper dosage for the child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

A *Non-Prescription Release* which is part of our policy contract form for topical non prescription applications such as diaper cream, sunblock, soap, lotion, etc. will be signed upon enrollment. If you wish to bring in your own sunscreen, bug spray, lotion, etc. please make sure your child's first and last name are written on the container.

## **Incidents, Injuries, and Accidents**

Every consideration will be taken to ensure the safety of your child while in our care. Should a minor injury occur, a *Minor Incident Report including how the injury occurred and any treatment that was given* would be completed by the closest adult and signed by the Center Director, or appropriate person. A copy of this report will be placed in the child's file and sent home. A parent or guardian will be notified by a phone call placed within one hour that an injury occurs while your child is in our care.

In the event of a major medical emergency or accident, staff will administer first aid as needed and contact a parent or other emergency contact listed on the child's information sheet. According to the parent's wishes and/or the nature of the emergency, staff will make arrangements for the child to be picked up or for an ambulance to transport the child to the hospital.

In the event of an emergency, students will be escorted to the evacuation meeting site if needed. Staff will notify families by phone, email, or text as soon as possible to inform them of the emergency and reunite with their child at the reunification sight.

The center shall make a verbal report within 24 hours to Licensing and notify parents in a timely manner for the incidents including, but not limited to a lost child or child left unsupervised, an incident involving an allegation of inappropriate contact, evacuation of the center for any reason, a fire on the premise of the center that requires the use of the fire suppression equipment or results in loss of life or property.

Thank you again for sharing your child(ren) with us. We look forward to our time together!

