



Parent Handbook

Mission Statement

The mission of Sundrop Montessori Preschool 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 Montessori Preschool Inc.

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Welcome to The Sundrop Explorers Academy School!

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 enrollment to give our teachers and your child an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier. 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 Explorers Academy 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 Montessori Preschool 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-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.

- **A Balance of Play and Structure.** The Sundrop School believes that allowing children to play freely is what they need most in this fast-paced, tightly-scheduled world. We also believe that gentle guidance and a nurturing environment are crucial for their development. Because of this, the Sundrop Primary program and FSAS program utilize a harmonious blend of play and structure, where children will have the opportunity to play freely each day, and also spend uninterrupted time exploring 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. The FSAS program, while not specifically designed to be a Montessori classroom, still follows basic Montessori principles and open-ended materials.
- **Nonsectarian School:** The Sundrop 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. We are grateful to Good Shepherd United Methodist Church for hosting us in their wonderful space.

Admission Enrollment and Tuition

Children ages 3 through the age of 6 are eligible for enrollment at **The Sundrop School - Primary Program**. The enrollment window will open every calendar year in February.

Children who are three through the age of 12 are eligible for enrollment in the **Forest School After School (FSAS) program**. The enrollment window for the FSAS Program will occur every school semester (fall and winter).

Documents to be completed and returned before enrollment are:

- *Child Enrollment Form*
- *Tuition Contract*
- *Child Information Card*
- *Health Appraisal Form (Includes Physical Evaluation) and Immunization Record*
- Signed notification of Parent Handbook & Policy Contract
 - Includes photo release/non-prescription release
- *Written permission for prescription medication and non-topical, non-prescription medication*
- *Parent Notification of Licensing Notebook*
- *Written Information Packet Documentation*

Sundrop Montessori Primary Tuition:

A **tuition deposit of half of one month's tuition per child** is required to guarantee a space in the program. The deposit will be applied to the last scheduled payment for the academic year. The deposit is non-refundable if the student does not enroll. Reimbursement may occur if their spot is filled within 30 days.

Options for Tuition payments:

- 1 Installment/Annual- Due on or before the first day of school, will receive a 5% discount.

- Monthly Installments- Due on or before the first day of school, through June 1st.

- Tuition costs depend on full-time enrollment, part-time enrollment, and if your child attends Forest School After School (FSAS). Tuition contracts outline specific costs and are distributed upon receipt of the enrollment application.
 - Qualifying families can receive financial assistance via the Child Development and Care (CDC) program, which can be accessed via your MiBridges account.
 - Sundrop also participates in the Michigan Tri-Share program, which partners with enrolled employers.
 - The Sundrop School also offers yearly scholarships, which are based on fundraising efforts via the Sundrop Board. Scholarships will vary year to year and will be awarded in the summer prior to the start of the new school year.

Forest School After School Tuition (FSAS):

A **tuition deposit that equals the first week's tuition** and is due at the time of enrollment. Your deposit will cover your last week of tuition for that semester.

FSAS Tuition: \$14 per day for elementary-aged children. \$12 per day for children enrolled in the Sundrop preschool program. \$16 for drop-in care (preschool or elementary). Payments are due at the beginning of every two-week billing cycle or monthly. You are required to pay for each day of the week that your child is signed up to attend, even if you do not intend to send your child that day. A tuition invoice will be sent electronically via Brightwheel at least three days before the payment is due.

- Monthly: Due on the 1st of every month (If a weekend, the last school day before the weekend). *Preschool children enrolled in "Full-Day Care" will have their FSAS tuition included in their monthly bill.

- Bi-weekly: Due on the first day of care at the beginning of the bi-weekly billing cycle
Example: School is open Monday through Friday the first week of the billing cycle and Monday through Thursday the following week. Tuition due on Monday at the beginning of the billing cycle is = \$135.00 (\$14 x 9 days).

FEES

A late payment fee of \$25.00 will be charged for all payments **not received by the 5th of each**

month (Preschool) or 48 hours from 9 am on the payment due date for FSAS. Payments may be made online via Brightwheel, or by cash or check. If paying by check is your standard form of payment, and it is not paid by the 10th of the month, funds will be transferred electronically on the 11th, including a \$15 late payment fee, of the month using the electronic withdrawal option, unless arrangements are made with the director ahead of time.

Checks not honored when tendered for payment incur a \$12.00 charge to the parent's account to cover charges assessed against FMS by its financial institution.

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:

- Preschool: 3:30 pm
- After School: 5:45 pm

Volunteer Hours Fee (For Primary families ONLY): We require 15 hours for full-time children (Monday-Friday) and 10 hours for part-time children. You can choose to either pay for your volunteer hours up front or pick your top two committees in order to meet your volunteer requirement hours (please check to either pay or join a committee. Then, choose the top two committees your family members would like to join) (this does not mean that you cannot volunteer on field trips/children's events as well). In the policy contract below you will be tasked with checking the boxes below. They are listed here for you to review only.

- Pay for your volunteer hours up front: \$225 for full-time families or \$150 for part-time. This payment is due October 1st.
- Sign up for a Volunteer Committee
 - Grounds Committee - Assist with Nature Space projects, Playground projects, or other construction projects in or around the school.
 - Fundraising Committee - Help or lead fundraising efforts. Examples include: 5K Race, Merchandise Sales, Grant writing, or other Fundraising events
 - Party-Planning Committee - Assist with family events, holiday celebrations, end-of-year celebrations, etc.

A fee of \$15 will be due for all volunteer hours under 15 hours, not to exceed \$225.00

(Primary) Unpaid fees accrued during the school year will be deducted from PARENT'S tuition deposit; therefore, the amount carried over during re-enrollment or applied to May's tuition may not equal \$350.00.

(Forest School After School) Unpaid fees accrued during the school year will be deducted from PARENT'S tuition deposit; therefore, the amount carried over during re-enrollment or applied to December's tuition may not equal \$60.

Tuition is non-refundable and non-transferable, even if the student does not attend the entire academic year for reasons including, but not limited to, vacation, illness, school closure, dismissal, and withdrawal.

WITHDRAWAL & DISMISSAL POLICY

Parents may terminate the school contract at any time provided that 30 days written notice is given to the school. Students may attend classes during the month following notice of withdrawal if the month's dues are paid in full as scheduled. Failure to notify the school of early withdrawal obligates parents to pay 100% of the following month's tuition. There are no refunds and any deposits are forfeited.

Sundrop Montessori Preschool Inc. 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.

Schedule of Operations

The Sundrop School's yearly calendar is included below. The first day of our Primary program and Forest School After School (FSAS) Program (for preschoolers) is August 11th, 2025. FSAS for children enrolled at Roscommon Area Public School (or other institution) is August 25th.

Primary students will attend Monday through Friday from 8:00 am-3:00 pm during the months of August through June.

Part-Time Primary students will attend Monday - Thursday from 8:00 am - 12:30 pm (Half-Day) or 8:00 - 3:00 pm (Full Day)

FSAS Program students may attend Monday through Friday from 3:00 pm - 5:30 pm. Parents can pick up their child at any time during that time frame but are expected to pay for the whole day.

UNEXPECTED CLOSINGS

Sundrop Montessori 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 (Brightwheel). In cases where Sundrop is told we must close temporarily, and it is beyond our control, tuition is still due. Sundrop 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 large parking lot located at the east entrance of Good Shepherd United Methodist Church (main church parking lot). Parents are expected to accompany their children into the center and drop them off at the front door, to the teacher

greeting them. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out/away from the building. The teacher needs to keep a watchful eye on all the children in his or her care. Preschool families are expected to drop their children off between 8:00 am - 8:15 am. If you come after 8:15 am, you will be buzzed through the front door and walk your child to the preschool door to drop them off. By 8:15, the work period will have started, and all staff must be present.

We will not release a child to someone other than a custodial parent or individuals designated on the **Child Information Record Card** 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 Brightwheel.

.Discipline Policy

STUDENT CONDUCT: Sundrop Montessori Preschool Inc. 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 Montessori Preschool Inc. 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 Montessori Preschool 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.*

Confidentiality/Abuse & Neglect Reporting & Screening for Staff and Volunteers

All information concerning children and their families will be kept confidential. All conversations concerning children and their families *will only* be discussed in private between staff members. Only classroom teachers, board presidents, and licensing consultants shall have access to student files without express written consent from the parent.

All staff members are required to report any suspected abuse or neglect immediately to Centralized Intake and inform the center director of the actions you have taken.

Reports should be made at 1-855-444-3911. A written report (Form DHS -3200) to DHHS is to follow within 72 hours. Follow up your report with continued documentation of the situation. Abuse and neglect are against the law.

All parents, volunteers, and staff will sign a statement saying they understand their legal obligation to report any and all suspected abuse/neglect.

All parents, volunteers, and staff shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance will be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

All staff, including substitutes, must have a Child Care Background Check Consent and Disclose

Form and an Eligibility Letter on file. Staff will be terminated if they fail to comply.

Child abuse and neglect reporting procedures (R 400.8125) will be reviewed annually as listed in the parent handbook.

Staff will have training as to the legal responsibilities under the Child Protection Law—including but not limited to:

- The individual is aware that abuse and neglect of children is against the law.
- The individual has been informed of the center's policies regarding child abuse and neglect.
- The individual knows that any caregiver is mandated by law to report suspected abuse and neglect to DHS immediately; to be followed up in writing within 72 hours to DHS.

Communication

Proper communication between our parents and the teachers and staff of Sundrop is extremely important. Teachers will be sending a bi-weekly newsletter through Brightwheel. We also plan to use the Brightwheel 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. At this time we will review the **Ages and Stages Developmental Questionnaire (ASQ)** (a development screening tool) as well as a review of your child's progress with the Montessori materials (curriculum). The **ASQ** allows the staff to screen your child's communication skills, gross and fine motor abilities, problem-solving skills, and personal-social skills. This screener is important because, in conjunction with staff observations, it helps us determine whether or not your child would benefit from additional support or services. We at Sundrop work closely with COOR ISD's support team to ensure children receive the scaffolds they need to succeed. A discussion with parents will always occur before the Sundrop staff reaches out to COOR ISD staff to request further assessment. We believe all children have the right to receive whatever support they need to be successful in our program and beyond. Concerns about any aspect of our program, or your child's care, may be expressed to the center director.

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

CENTER HAPPENINGS

Sundrop makes every attempt to keep parents up to date on happenings here at the center

and in the community. Parents will be kept updated through the use of newsletters, email, the Brightwheel app as well as Parent bulletin boards that will be updated frequently. Some notices may be sent home as needed. It is the parent's responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

COMMUNITY RESOURCES

A comprehensive list of resources in the community will always be posted near the front door of the center. Please utilize it whenever you feel necessary. If you have questions about resources please reach out to the center director. We will be happy to connect you to community resources without question or judgment. All referrals for community resources are made upon request. Examples of community resources are WIC, DHHS, CDC (Child Development and Care Program), the Library, the Food Pantry, etc.

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 Montessori Board of Directors is aware, our door is always open. A Sundrop Montessori 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 Montessori Preschool.

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, and fat-free or low-fat milk and milk products
- 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.
- Stays within your daily calorie needs

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 Montessori Preschool, parents are **responsible for their children's lunches and afternoon snack**. Morning snacks are prepared and served by the Sundrop staff. 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 and last names and be dated**. 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.

We will send your child's leftovers home so you can gauge what and how much your child is eating. We cannot reheat food. You may use a thermos to keep food warm if you wish.

AM Snack (Preschool): We will have a morning snack each day between 8:30 am and 10:30 am. Children can choose to eat snack anytime during this window. Snack is served family style.

Family Snack Basket

At Sundrop we implement a communal snack basket. The snack basket will go home with a different family at the end of each week. A grocery list will be placed in the basket to tell you what ingredients and how much are needed. A family snack calendar, shared via Brightwheel, will inform you when your week will be. The snack menu will also be shared via Brightwheel so you know what will be served and when. These snacks follow the [Child and Adult Care Food Program \(CACFP\) guidelines](#).

The family with the snack basket is tasked with purchasing the grocery items on the list, filling up the basket, and returning it to our school at the beginning of the following week. These grocery items will feed our preschool children snacks for the week.

A nutritious morning snack will be offered to all children during the morning work period. They will learn to prepare food, set the table, and serve themselves the food, family style. The snack will encompass 2 to 3 different food groups (Children staying in the after-care program will receive an afternoon snack provided by Sundrop.)

Shopping together with your child for these snacks is a wonderful way to teach the joy of sharing to your child, allows them to practice practical life skills like following a list, and counting items, and encourages new language.

If for any reason you are unable to provide the items listed (financially, out of town, etc.), please contact your Lead Teacher and we will accommodate you! Sundrop does not want this to be a burden on families. We hope that this becomes a wonderful way to engage with your child and allow them to have pride in providing for their classmates.

Afternoon snacks can be consumed between 1:00 and 2:30 pm. Please send food for your child's snacks each day.

FSAS Snacks: The Forest School After School Program will provide snacks for children at 3:30 pm or when they arrive at the program. The food and beverages provided by the center will be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program (CACFP). Menus will be planned in advance, dated, and posted in a place that is visible to parents. Food substitutions will be noted on the menus the day the substitution occurs

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 Montessori 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, 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 Sundrop Montessori 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 Montessori 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.

Nap Time (Primary): Students should come to school at the beginning of each week with a blanket and a small comfort item if they wish (stuffed animal, doll, blankie). This will be kept at the center for the week. We know that not all children in this age group need a nap. Children are not required to nap but a nap/rest time is offered every day. If your child's nap items are not used, the items will stay at school in their nap cubby. These items are not to travel back and forth between home and school each day. Used items will be sent home at the end of

each week to be washed and returned the following week. Nap items must be able to fit in your child's cubby. Large comforters or sleeping bags, large pillows or stuffed animals, will not fit in our space. If the item is too large, it will be sent home to be exchanged for something more compact.

Please communicate with your child's teacher about the appropriateness of an object if it is questionable before bringing it to school.

Diapers & Toilet Training

Parents supply all diapers and wipes at Sundrop. The following will apply to all children who are in diapers or pull-ups.

- Staff will check for signs that diapers or pull-ups are wet or contain feces every two hours when children are awake and when children wake from rest.
- Diapers/ Pull-ups are changed when wet or soiled following the 8 step diapering procedure that is posted in the diaper changing area:
 - Get Organized
 - Place child on changing pad/table
 - Clean the Child
 - Remove the soiled diaper
 - Put on a clean diaper and dress child
 - Wash the child's hands
 - Clean and disinfect the diapering area
 - Wash your handsChildren will only be changed in designated changing area
- Staff will be trained in diapering procedure and evaluated on it quarterly.
- All soiled clothing or cloth diapers will be immediately placed in a plastic bag and sent home for laundering.
- Soiled diapers and diapering materials are placed into a plastic bag, then into a trash container with a lid.

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.

Transportation (FSAS Program)

Transportation from Roscommon Area Public Schools will be available for children who attend

the Forest School After School Program. It is required that parents/guardians communicate transportation plans with the FSAS Lead Teacher. Sundrop will obtain a parent's written permission annually for routine transportation. If your child will not be taking the school bus from RAPS to Sundrop, it is your responsibility to let the FSAS Lead Teacher know. Attendance is taken when a child exits the school bus. Accurate attendance helps ensure the safety and accountability of all children being transported. When children are entering or leaving the motor vehicle, the following safety precautions will be taken:

- The accompanying staff member, volunteer, or driver shall ensure that the children are received by a staff member, parent, or other person as designated by the parent.
- Children shall enter and leave the motor vehicle from the curbside unless the vehicle is in a protected parking area or driveway.

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 Sundrop Montessori Preschool Inc. 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

It is required that all students have a [CHILD INFORMATION RECORD](#) completed and on file at the school. The information on this card should remain up to date. The Child Information Record will be updated as changes occur.

An immunization record (or waiver) must be provided prior to attendance. Within 30 days of initial attendance, a [Health Appraisal](#) must be provided. If after 30 days the health appraisal is not filed with us per licensing, your child will not be permitted to attend until they have it completed. A waiver of immunizations completed by the health department may be provided as documentation. If a child is under-immunized, his or her health records document this and explain why. Under-immunized children may be excluded from care if a vaccine-preventable disease occurs to which children are susceptible.

*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.

Required Immunizations for Michigan Child Care/Preschool Attendance								
This table represents the minimum required immunizations for child care centers.								
Vaccine#	AGE	Birth through 1 mo.	2 mo. through 3 mo.	4 mo. through 5 mo.	6 mo. Through 15 mo.	16 mo. Through 18 mo.	19 mo. Through 4 years	5 years
Diphtheria, tetanus & pertussis (DTaP)		None	1 dose	2 doses	3 doses	3 doses	4 doses	
Pneumococcal Conjugate [PCV7 and/or PCV13] (required after 1/1/07)		None	1 dose	2 doses	3 doses	4 doses or age appropriate complete series	1 dose on or after 24 mo. OR age appropriate complete series	None
H. Influenzae type B (Hib)		None	1 dose	2 doses		1 dose on or after 15 mo. OR age appropriate complete series		None
Polio		None	1 dose	2 doses	2 doses	3 doses		

Measles* Mumps* Rubella*	None			1 dose after 12 months
Hepatitis B	None**	1 dose	2 doses	2 doses 3 doses
Varicella* (Chickenpox)	None			1 dose on or after 12 months OR current lab immunity OR reliable history of disease

Recommended Immunizations (in addition to the Required Immunizations Listed Above) (Centers for Disease Control)											
	Birth	1mo.	2mo.	3 mo.	4 mo.	6 mo.	12 mo.	15 mo.	18-23 mo.	2-3 years	4-6 years
Rotavirus+	None		1 dose	1 dose	1 dose						
Influenza	None						Yearly				
Hepatitis A	None						2 doses		Additional doses for high risk groups		
Meningococcal	None								For high risk groups		

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°F (taken by mouth) or 99°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.

Licensing Notebook & Other Information

Sundrop Montessori Preschool Inc. strives to offer a quality program for our families. We maintain a licensing notebook that is available for parents to review during our regular business hours. The notebook contains all licensing inspections as well as any special

investigation reports and related corrective action plans. These reports, from the prior two years, are also available on the child care licensing website at www.michigan.gov/michildcare.

A copy of [Michigan Licensing Rules for Child Care Centers](#) is available in the classroom.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center owner.

*Handbook Revised: July 24th, 2024

Sundrop Primary Daily Schedule



8:00 am - 8:15 am: Arrival

8:00 am -10:45 am: Work Period in Classroom

- Children have the option to have a morning snack during this time.
- On Friday, work periods will be at Nature Space unless the weather prohibits it (Forest Friday).

10:45 am - 11:00 pm: Community Gathering / Story Time

11:00 am - 11:45 am: Outside Recess on Playground or Nature
Space (PG: Maples Mon. & Wed. / Willows Tues & Thurs)

11:45 am - 12:30 pm: Lunch

- Children may not need this entire time to eat lunch, but they are expected to eat for at least 20 minutes before transitioning.
- Half-day children are picked up by 12:30 pm.

12:30 pm - 12:45 pm: Transition to Afternoon Rest/Work

12:45 pm - 2:00 pm: Rest Time/ Work Period

- Children will have the chance to rest/sleep if they choose or if parents specify that they require a nap.
- If a child does not nap, then they will have an afternoon work period.

2:00 pm - 3:00 pm: Nature-Based Learning or Playground (NS: Maples
Mon. & Wed. / Willows Tues & Thurs)

3:00 pm: Dismissal

- Parents have until 3:15 to pick up their child(ren).
- Children enrolled in FSAS will transition at 3:15 to FSAS.

Forest School After School Daily Schedule



3:00 - 3:30 pm Arrival from Preschool, outside play and activities at nature space or the playground

3:30 pm - 4:15 pm RAPS bus arrives, bathroom break, calendar, snack, creative play inside or outside

4:15 pm - 4:30 pm Community Gathering

4:30 pm - 5:30 pm Nature Exploration and Guided Lessons
(weather permitting, may move to inside classroom)

5:30 pm Dismissal



School Calendar 2025-2026

149 Robinson Lake Rd.
Roscommon, MI 48653
sundropmontessori.com

August 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2025

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

November 2025

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2026

S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	First/Last Day of School
	No School
	No School for Students - Teacher PD
	Early Release
	Thanksgiving Break
	Parent Teacher Conferences
	Winter Break
	Spring Break
	ELY (Extended Learning Year Break)

*Forest School Camp will be offered during the ELY breaks. Spots will be limited.



The Sundrop School

POLICY CONTRACT

Please carefully read, sign, and return the following form to the center director. I have been provided a Sundrop Montessori Preschool Inc. Parent Handbook and agree to abide by all the policies and procedures therein. I understand that this handbook is subject to change, and I will be provided with any amendments as they become available. I understand that violation of this handbook may result in the dismissal of my child from the Sundrop Montessori Preschool Inc.

Child(ren) Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____ Staff Initials: _____

____ I give my permission for Sundrop Montessori Preschool Inc. to use photographs/videos of my child for advertising, training and education purposes.

____ I understand Sundrop Montessori Preschool Inc. will not be allowed to administer any medication to my child unless proper forms are filled out by a doctor. All medications must be in the original container with my child's name on it.

____ I give permission to Sundrop Montessori Preschool to apply sunscreen and insect repellent to my child when needed. *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.

____(FSAS ONLY) I agree to allow Roscommon Area Public Schools to transport my child to Sundrop Montessori Preschool Inc. I understand that I am responsible for communicating absences to Sundrop Montessori Preschool Inc. staff on days that my child will not be arriving on the public school bus.

Volunteering:

We require 15 hours for full-time children (Monday-Friday) and 10 hours for part-time children. You can choose to either pay for your volunteer hours up front or pick your top two committees in order to meet your volunteer requirement hours (please check to either pay or join a committee. Then, choose the top two committees your family members would like to join) (this does not mean that you cannot volunteer on field trips/children's events as well):

- Pay for your volunteer hours up front: \$225 for full-time families or \$150 for part-time. This payment is due October 1st.

- Sign up for a Volunteer Committee
 - Grounds Committee - Assist with Nature Space projects, Playground projects, or other construction projects in or around the school.

 - Fundraising Committee - Help or lead fundraising efforts. Examples include: 5K Race, Merchandise Sales, Grant writing, or other Fundraising events

 - Party-Planning Committee - Assist with family events, holiday celebrations, end-of-year celebrations, etc.

Parent/Guardian Signature: _____

Date: _____

8.3.25 Handbook Version