

Dear Toddler and Children's House families,

As you know we received the draft guidelines from the Oregon Early Learning Division (ELD) last Thursday, July 23rd. The ELD stated that they will issue the final guidelines on August 15th and information in this draft is subject to change, however, they are hopeful that there will only be minor changes. As of now, however, we are moving forward full speed in our planning under the draft guidelines and want to update you on the latest details.

Both our Toddler and Children's House programs will be fully functioning, in-person, AMI Montessori classrooms, led by trained AMI Guides and outfitted with AMI Montessori materials, that operate under the ELD emergency childcare guidelines. Enrolled children will attend school five days a week, on an academic calendar year with winter, spring, and summer breaks, as well as staff in-service days and conference days.

We have put into place extensive policies and procedures to protect our staff, children and families from the potential outbreak of illness. Our current [Covid-19 handbook](#) outlines these policies in detail and if you have any questions after reading this handbook, we are happy to answer them the best we can. This handbook will be updated for the fall, and as often as necessary, to include the most current guidance from Oregon Health Authority (OHA), Oregon Department of Education (ODE), CDC, ELD, and Governor Brown. We will not do less than what the guidelines mandate, however, we may do more.

Our Toddler and Children's House programs will continue to follow and adapt as necessary the emergency childcare guidelines. If, in the worst case scenario, emergency childcare is forced to close, Sunstone will not provide online learning for either the Toddler or the Children's House programs and families will not be responsible for tuition for the duration of the closure.

The enrollment withdrawal date is this Friday, July 31. We will do everything that we can to get you all of the information that you need over the next two days so that you can make an informed decision. Tomorrow we will be emailing out classroom placements and groupings for the Children's House. Please keep in mind that these placements and groupings are subject to change after the July 31 withdrawal date, depending on our final enrollment numbers.

Below you can find additional information on each program level.

Toddler Program:

- **Monday-Friday**
- **8:30am-5:00pm** (drop-off 8:00-8:30am) (pick-up 3:00-5:00pm)
- **One Classroom**
 - The Huckleberry Cottage will remain the same serving 42 **10** children between the ages of 16 months and 3 years, led by one AMI trained Guide and supported by three Assistants.

- Snacks and lunch provided by families. Please see our handbook for details.
- Afternoon nap time and at least one hour of outdoor time are provided.

Children's House Program:

- **Monday-Friday**
- **8:30am-1:00 or 3:00pm as contracted** (drop-off 8:00-8:30am) (pick-up 1:00-1:15 or 3:00-3:15pm)
- **3:00-5:00pm optional** contracted extended care within the stable classroom groupings (children and staff stay in their same classroom group):
 - 1 day/week: \$50/month
 - 2 days/week: \$100/month
 - 3 days/week: \$150/month
 - 4 days/week: \$200/month
 - 5 days/week: \$250/month
 - Dee will reach out to families to confirm and/or update their extended care needs after we have our final enrollment numbers (after July 31).

Four Children's House Classrooms

- Each classroom will have a stable group of 15 children balanced for age, relationships, and blossoming social dynamics led by one trained AMI Guide and supported by two Assistants. Butterfly, Maple, and Sunflower's kindergarten cohorts will remain with their classroom Guide in preparation for their transition to Lower Elementary.
- Carolann will lead Butterfly. Melissa will lead Maple. Anna will lead Sunflower. Peyton will lead Sitka (This classroom is the former Elementary extended care room located adjacent to the Huckleberry Cottage in the North outbuilding).
- Peyton is a trained AMI Guide, who is a well known member of our community and loved by the children. Over the past two years, Peyton has assisted Anna in the Sunflower Cottage. This summer Peyton is leading one of our three, stable Children's House cohorts here on campus and is having a brilliant time. Her kindness and respect towards the children is palpable and you can see its effects on her group. Peyton brings a combination of Montessori pedagogy, experience in the classroom, familiarity with the children, and compassionate integrity to the Sitka Cottage, and we are so fortunate to have her.
- Snacks and lunch provided by families. Please see our handbook for details.
- At least one hour of outdoor time is provided for each stable group.
- Afternoon nap time/rest period provided for our younger children.

We are in the process of staffing and hiring these classrooms and will keep you updated in a timely manner. Please [reach out to Cathy](#) with any questions or concerns you may have.