



*A community of intellectually curious, independent, and
compassionate lifelong learners*

2021-22

Community Handbook

5235 SE Woodstock Blvd · Portland, OR 97206

503-768-3847

www.sunstonemontessori.org

Cathy Newman, Head of School

Vaccination Requirements: Updated 9/10/21

Pick-Up Authorization: Updated 9/10/21

Drop-off 9/10/21

Visitor Protocol 10/7/2021

Heath Procedures 10/12/2021

Mission

Sunstone Montessori School develops the whole child by providing an academically strong, emotionally nurturing, and socially supportive environment in accordance with AMI guidelines for Montessori education.

Vision

Our vision is a community of intellectually curious, independent, and compassionate lifelong learners.

Commitment to Diversity

Sunstone Montessori School welcomes students and staff of any race, disability, veteran status, sexual orientation, gender identity, color, nationality and ethnicity, religion, and family constellation to all programs and activities at the school. The school does not discriminate in its educational, hiring, admission, or school-administered policies. It is our goal that Sunstone Montessori School reflects the rich diversity of our community, including varied cultures, economic status, and individual or special educational needs.

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Calendar Highlights

The following list highlights key events, NO SCHOOL days and other dates that vary from the normal daily schedule. This list does not reflect the entire school calendar of events. [Please visit the website calendar](#) for the complete calendar of events including details, event related sign-ups, RSVP's. The school calendar will be continuously updated throughout the year.

August

23-Sept 3: NO SCHOOL—Classroom Prep & Professional Development

September

2: Open House

6: NO SCHOOL—Labor Day

7: First Day of School for Returning Upper Elementary 5th and 6th years, Returning Lower Elementary 2nd and 3rd years, Returning Children's House, and Returning Toddlers.

9: First Day of School for Upper Elementary 4th years, Lower Elementary 1st years and all Elementary children new to Sunstone

14: Back to School Night, 6:00-7:00 PM

25: Fun Run & Fall Festival

October

8: NO SCHOOL—Professional Development & In-Service Day

12-15: Upper Elementary OMSI Camp

19-20: Photo Days

28-29: NO SCHOOL—Conferences—Huckleberry Open Thursday Closed Friday, Children's House and Elementary Closed Thursday and Friday

November

11: NO SCHOOL—Veterans Day

24: NOON DISMISSAL—Grandparents' & Special Friends' Day

25-26: NO SCHOOL—Thanksgiving

December

17: EARLY DISMISSAL—Winter Sing/Solstice Celebration—1PM Children's House dismissal, 3PM Toddler dismissal, No Elementary Aftercare

20-31: NO SCHOOL—Winter Break (Optional Care Available Dec 20-23)

January

3: NO SCHOOL—Professional Development and In-Service Day

4: Back to School

17: NO SCHOOL—Martin Luther King Jr. Day

February

18: NO SCHOOL—Professional Development and In-Service Day (AMI Refresher Course)

21: NO SCHOOL—Presidents' Day

March

17-18: NO SCHOOL—Conferences—Huckleberry Open Thursday Closed Friday, Children's House and Elementary Closed Thursday and Friday

21-25: NO SCHOOL—Spring Break (Optional Care Available)

April

9: Sunstone Gala & Auction

May

13: NO SCHOOL—Professional Development and In-Service Day

30: NO SCHOOL—Memorial Day

June

17: Last Day of School

20-24: NO SCHOOL—In-Service Days: All programs closed for classroom clean up

27: First Day of Summer Programs (CH, TD and EL)

July

4: NO SCHOOL—Independence Day

You can find the complete calendar, details, and event related sign-ups, RSVP's, and Community Participation opportunities on our [website calendar](#).

Information and Procedures

Contacting Sunstone

Telephone: Call 503-768-3847 between 7:30am and 5:30pm. Guides and assistants are generally not available to speak on the phone during class time and can best be reached via email, but time-sensitive messages may be left with the office. If you reach voicemail, please leave a detailed message.

Email: The [staff directory](#) is published in the parent's portal of the website under "Directories." Email is an effective way to communicate when an immediate response is not necessary. Sunstone's email follows the pattern: **first-initial-last-name@sunstonemontessori.org**, without the hyphens.

In Person: Administrative staff are usually available during the school day. You are welcome to stop by the office anytime between 8:30am-5:30pm, M-F. If you need to schedule an appointment with a specific admin, please email or call ahead to confirm their availability. To meet with a Guide in person, please arrange an after-school time via email.

Drop Off a Note: Feel free to leave a note in the office for any staff member and the admin will see that it gets to the right person promptly.

Important Numbers and Emails

Office: 503-768-3847

Attendance:

attendance@sunstonemontessori.org

Order a Sack Lunch: *(place order by 9:00am day of and \$5 per lunch will be billed to you)*

kitchen@sunstonemontessori.org

Schedule an Observation: **Observations are on hold.**

Administrative Assistant, Sara MacRae, smacrae@sunstonemontessori.org

General School Operations and Policy Inquiries:

Head of School, Cathy Newman, cnewman@sunstonemontessori.org

Operations & Development Manager, Shanda Tryon, stryon@sunstonemontessori.org

Program, Student and Classroom Inquiries:

First: Child's Guide *(first initial last name@sunstonemontessori.org, no spaces)*

Second: Head of School, Cathy Newman, cnewman@sunstonemontessori.org

Financial Inquiries, Billing, Contracts, Tuition, Financial Aid:

Business Manager, Dee Kuns, dkuns@sunstonemontessori.org

Weekly Communications, Email, Transparent Classroom, Sunstonian, Website, Social Media, Advertising/Marketing:

Communications Manager, Monica Wright, mwright@sunstonemontessori.org

Attendance

Email: attendance@sunstonemontessori.org

Phone: 503-768-3847

If your child will be absent, tardy, or needs an early pick-up, please email attendance and your child's Guide, or call the office. Consistent attendance and on-time arrival is vital to the success of your child's experience at Sunstone. The school will contact you in the morning if your child is absent and we have not heard from you by 9:00am.

Note: Toddler/Children's House families, please see your late arrival policy on page 8 & 9.

Extended Absences

In cases of extended absences, please email attendance and your child's Guide with as much notice as possible, and let them know the timing and duration of the absence.

Illnesses

If your child is ill, please email attendance and your child's Guide, or call the office, so that we can alert other families of contagious conditions and take preventative measures in the classroom. We will notify families of communicable conditions such as strep throat, head lice, chickenpox and other childhood diseases.

Sick Policy

IMPORTANT NOTE: Please see the COVID Procedures and Policies section for all procedures and policies related to COVID.

Children with communicable diseases (including serious colds, sore throats, persistent coughs, rash, conjunctivitis/excessive eye discharge, excessive mucus, and other conditions) or who have vomited, had diarrhea, or had a fever over 100 degrees, **must be kept at home until they are symptom free without medication for 24 hours.** Being in a community is much more demanding than being at home. A child who seems well at home may deteriorate quickly at school, requiring an early pickup. Children who are unable to participate in normal class activities or outdoor play time should be kept home.

Children unable to participate in normal class activities may be sent home at the discretion of your child's Guide. In this case, parents will be contacted and asked to pick up their child within 30 minutes. If you will not be able to pick up your child in 30 minutes, please provide attendance@sunstonemontessori.org with a contact who can.

Important Note for Toddler Families:

Parents of toddlers should anticipate their child will miss about four weeks of every calendar year due to illness. Please plan accordingly. Children recover faster if they are given adequate time to rest at home. Toddlers who are unable to nap due to coughing or congestion may require early pick up at 3:00pm.

Accidents, Illness, Medication, and Lice

Accidents: Minor injuries will be addressed at school, and you will receive an Accident Report describing the incident. If your child is seriously injured at school, we will contact you or your emergency contact immediately.

Illness: If your child becomes ill at school, has diarrhea, vomiting, or a fever of 100 degrees, or cannot participate in normal class activities, we will contact you, or if you are unable to be reached, an emergency contact, for immediate pick up. We will help your child feel comfortable until they are able to be picked up.

Serious Accidents or Illnesses: If necessary, we will call 911 or transport your child for emergency care.

Medication: If your child needs to take medication, whether prescription or “over the counter,” during the school day, you must fill out a Medication Authorization Form in Transparent Classroom. To fill out the form [login to Transparent Classroom](#) click on “ToDo,” and click on Medication Authorization Form. If you do not see the form please let us know and we will assign it to you.

Children are not permitted to administer their own medication, vitamins, or pain relievers. Medication needs to be in its original container with your child’s first and last name clearly labeled on it.

Head Lice: Head lice are a common concern in schools everywhere. Head lice can be extremely inconvenient and time-consuming to treat, and can cause discomfort, but they do not cause or spread disease. We follow the most current recommendations of the county Health Department in these situations.

- Prevention: Sunstone employs a head lice screening and removal service called Lice Lab to check the heads of all children three times a year. **Due to COVID this may be suspended this year.**
- Lice at School: If live lice or nits are observed on a child at school, we will contact parents immediately and the child must be picked up and treated. You may treat your child at home or have them treated professionally. However, before children can return to school, they must be checked and cleared by Lice Lab or another lice removal business. All Sunstone families will be alerted that lice have been observed, and all children may be checked for lice as the situation warrants.

Drop-off & Pick-up

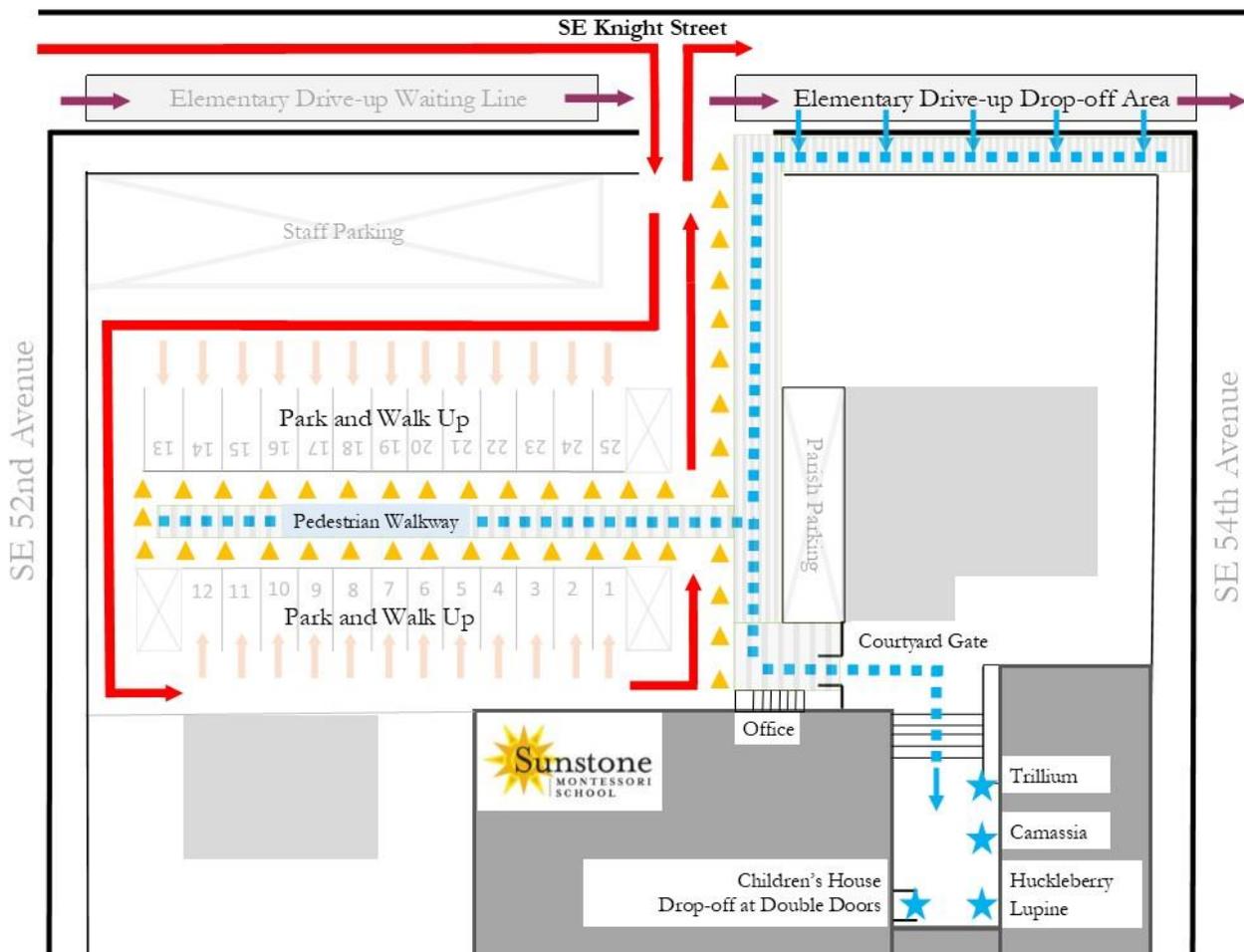
The CDC recommends the same parent or designated person drop-off and pick-up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not be the designated person because they are more at risk for severe illness from COVID-19.

To minimize contact with the staff and other children, drop-off and pick-up will occur with minimal contact.

Face coverings are required on campus for anyone age 3 years or older (and 2 year olds if it is doable and tolerable), **both indoors and outdoors including the parking lot, playground, and courtyard.** Please respect and practice physical distancing while on school grounds, including on sidewalks, in parking lots, and in the courtyard.

Drop-off Map

IMPORTANT: Traffic is ONE WAY (eastward) along Knight St. during drop-off.



- LEGEND:
- One Way Driving
 - Park & Walk Up →
 - Drive-up Drop-off →
 - Walking - - - - -
 - Safety Cones ▲

Important Gate Note

The courtyard **gate will be open from 7:30-8:30 am and again from 3:00-3:15 pm**. If the courtyard gate is closed, please push the button to the **RIGHT OF THE GATE**, and a staff member will release the gate lock or meet you at the gate.

Drop-Off Procedure

7:30-8:00 am Beforecare

Beforecare will be held in the classrooms. Children with contracted beforecare may arrive between 7:30 and 8:00 am. Please park in the parking lot and walk your child through the courtyard gate to their classroom door. Please knock on their classroom door and wait for staff to greet you. You can say your goodbyes at the door.

8:00-8:20 am School Day Drop-Off

Drop-off is 8:00-8:20 am. Please make every attempt to arrive within the drop-off window so that your child is ready to start their day in the classroom at 8:30 am.

- **Toddler** families can park in the parking lot and walk their child through the courtyard gate to their classroom door. Please knock on the classroom door and wait for staff to greet you. You can say your goodbyes at the door.
- **Children's House** families can park in the parking lot and walk their child through the courtyard gates to the double doors at the SW corner of the courtyard. A staff member will greet your child and you can say your goodbyes at the double doors.
- **Elementary** families can use the drive-up drop-off lane along SE Knight St. (See map above).
 - SE Knight street is **ONE-WAY ONLY** during drop-off - Eastward from 52nd to 54th.
 - Please enter SE Knight St. from 52nd Ave and form **ONE** car lane along the curb of Knight St. (school side).
 - **Pull forward as far as you can along the curb, being sure to keep the parking lot driveway clear!**
 - **Parents please stay in your cars.**
 - **The drop-off area is between the eastern edge of the parking lot driveway and the corner of 54th Ave. ONLY.** Children may not get out of their cars west of the parking lot driveway.
 - Children exit cars on the **SIDEWALK SIDE ONLY**. Staff will be present to assist.
 - Children will walk across the parking lot in the cordoned off **PEDESTRIAN LANE** and go directly into their classroom. **Running in the parking lot is not permitted.**

Pick-Up Procedure

1:00 pm Dismissal

- If your child is contracted for a 1:00 pm dismissal you can pick-up between 1:00-1:15 pm.
- Please park in the parking lot and wait **outside** the courtyard gate.
- Staff will bring your child to you.

3:00 pm Dismissal

- Pick-up is 3:00-3:15 pm in the courtyard. Please park in the parking lot. **Please be very mindful of safe physical distancing while on campus and in the courtyard. Do not crowd the door ways. Please be respectful and wait your turn at a safe physical distance.**
- **Toddlers will be dismissed from their classroom.** Parents please knock on the classroom door and wait outside for staff to dismiss your child to you. Please give each other plenty of space and wait your turn at a safe physical distance.

- **Children’s House students will be dismissed from the gym foyer.** Parents please wait in the courtyard outside of the gym foyer and staff will dismiss your child to you. Please give each other plenty of space and wait your turn at a safe physical distance.
- **Elementary students will be dismissed from their classrooms.** Parents please go, one at a time, up to the classroom door window and wait until you have made eye contact with a staff member. Once you have made eye contact, please move away from the classroom entry and wait in the courtyard for your child to be dismissed. Please give each other plenty of space and wait your turn at a safe physical distance.

Aftercare Dismissal

- Pick-up is 3:15-5:30 pm
- All families can park in the parking lot and walk to their pick-up location. Staff will dismiss children after visual confirmation of the child’s designated pick-up person.
- Children may be on the playground, in the courtyard, in the gym, or in the classroom. Please check the playground first on your way in.
- To enter the courtyard gate, please press the button to the RIGHT OF THE GATE and a staff member will release the gate lock.

Late Arrival, Early & Late Pick-Up

Email: attendance@sunstonemontessori.org and your child’s Guide with as much notice as possible.

Please make every attempt to arrive on time and schedule appointments outside of the school day.

Our school policy considers what supports the most consistent and peaceful environment, the success of the individual child, and what is best for the classroom community as a whole.

Children who arrive late typically have a hard time transitioning into the flow of the classroom and engaging with activities. A late arrival is also disruptive to the other children in the classroom community. Your child will thrive with a consistent on-time schedule in which they are able to start their day with the rest of their classmates.

Late Arrival 8:30-9:00 am

When you arrive, please bring your child to the admin office (down the stairs opposite the gate). You will sign your child in and a staff member will escort them to their classroom.

Late Arrival after 9:00 am

- **Huckleberry:** If you cannot drop your child off by 9:00 am, please email attendance, and your child’s Guide with as much advance notice as possible, to arrange a time for your child to join the classroom. When you arrive please bring your child to the office (down the stairs opposite the gate), sign your child in, and a staff member will escort them to their classroom.
- **Butterfly, Honeybee, Hummingbird:** If you cannot drop your child off by 9:00 am, please email attendance and your Child’s Guide with as much advance notice as possible and wait until the window of time from 12:00-12:45 pm to bring your child to school (provided your child is here until 3:00 pm). The Children’s House will be playing outside after lunch during this time and your child can join us with ease. Please have your child fed and bring your child to the office. A staff member will escort your child to join their class on the playground.
- **Elementary:** Please email attendance and your Child’s Guide with as much advance notice as possible. When you arrive please bring your child to the office (down the stairs opposite the gate), sign your child in, and a staff member will escort them to their classroom.

Late Arrival for Appointments

If your child requires an appointment, please contact your child's Guide well in advance to coordinate a schedule that best supports your child and the rest of the classroom community.

Late Arrival for Support Services

If your child has regular appointments for support services (such as occupational therapy or speech), please contact your child's Guide to coordinate a schedule that best supports your child and the rest of the classroom community.

Early Pick-up

- **Toddler and Children's House:** Please email attendance and your child's Guide with as much notice as soon as possible. If your child has an afternoon appointment or needs to be picked up before 3:00pm for any reason, they are welcome to come for the morning work cycle and be dismissed at 12:00pm (Toddler) or 1:00pm (Children's House). You can pick your child up in the office.
- **Elementary:** If your child needs to be picked up before 3:00 pm for any reason, please email attendance and your child's Guide, as soon as possible. You can pick up your child in the office.

Late Pick-Up

If you know you will be late, please contact attendance, attendance@sunstonemontessori.org, or call the office, 503-768-3847.

3:15-3:30 pm:

- Students who are not contracted for Aftercare can be picked up in the office between 3:15-3:30 pm.

3:30-5:30 pm:

- Students who are not contracted for Aftercare and who are not picked up by 3:30 pm will be signed into Aftercare, and parents will be billed the Aftercare drop-in rate, \$40. Parents can pick their child up from Aftercare when they arrive.

Aftercare:

- Families will be charged \$5/minute/child after 5:30 pm.

Pick-Up Authorization

Email: attendance@sunstonemontessori.org

Phone: 503-768-3847

Proof of COVID-19 Vaccination (or a medical or religious exemption) is required for anyone on campus who is of vaccination age.

According to state licensing requirements, **we can release students only to parents, legal guardians, and persons listed on the pick-up authorization section of your child's Emergency Information Form in [Transparent Classroom](#).** We must also have verbal or written permission, from a parent or legal guardian of the child being picked up, **each time** we release a child to someone other than his/her parent or legal guardian.

If the person picking up isn't on your authorized pick-up list and we don't have verbal or written permission, we cannot release your child.

Please note that in the case of joint custody, both parents need to give permission to add adults to a child's pick-up list. Sunstone cannot release a child to anyone not approved by both custodial parents.

To add a new person to your authorized pick-up list [email attendance](#) and we will assign you a form in Transparent Classroom to fill out.

To release a child to someone on your authorized pick-up list:

- [Email attendance](#) or call the office, 503-768-3847, each time to give verbal permission for pick-up. **Scheduled weekly pick-ups or carpool arrangements are excepted from this rule.** (Please see the *scheduled weekly pick-up* section below.)
- If your authorized pick-up person is not a parent of a child at Sunstone, please have them come to the office before the first time they pick-up. Staff will check and copy their ID and **their proof of COVID-19 vaccination (or medical/religious exemption)** and direct them to the appropriate pick-up station. Once they have been checked, they no longer need to come to the office prior to picking up your child.
- Please explain our dismissal procedures to anyone who will pick up your child, prior to them picking up, in order to avoid any confusion.

Scheduled Weekly Pick-ups/Carpool Arrangements

Email: attendance@sunstonemontessori.org

Phone: 503-768-3847

If you have a person other than a parent or legal guardian pick up your child on a regular basis, you can schedule a regular weekly pick-up or carpool arrangement with attendance.

For regular pick-ups and/or carpool arrangements, email attendance with a schedule including days, times, and the adults and children involved. Once your child is scheduled and listed on the regular pick-up list, they are set for the year and you need only email attendance or call the front desk if the standing scheduled pick-up changes.

Inclement Weather/Make-Up Days

For school closures, delays and schedule changes due to inclement weather, we follow the Portland Public School's (PPS) district wide schedule. **Sunstone will send out a whole school email announcement and post a FlashAlert** (see below) **if school is closed, delayed or otherwise has a schedule change.** Our greatest concern is for the safety of you and your child. Regardless of our schedule, please feel free to keep your children home if you feel conditions are not safe.

PPS closures and schedule changes are available at:

web: www.oregonlive.com/closures/#PDX

radio: KEX 1190 AM or KOPB 91.5 FM

television: KATU Channel 2 for listings by 7:00am

for PPS text message alerts: simply text @portlandschools to 23559

Inclement Weather Guidelines:

- **All programs will follow the same schedule for inclement weather delays.**
- If Portland Public Schools announces a *school closure* for weather-related reasons, we will also be closed.
- If Portland Public Schools announces an *early closing* for weather-related reasons, we will also close early.

- If Portland Public Schools announces a *delayed opening* for weather-related reasons, we will also have a delayed opening, i.e., for a two-hour delay – school would begin at 10:30am with drop off from 10:00am-10:30am for all programs.

Make-Up Days:

We will begin to make up inclement weather days once we have had four days of closure. **After four days**, for any additional day that we are closed due to inclement weather, we may add additional days to the end of the school year. We do not make up for late openings or early closures. *As a reminder, there are no refunds for tuition and fees for missed days due to inclement weather.*

Emergency Plan

If an evacuation of the school facility is necessary, our planned assembly places are the parking lot, playground, and Woodstock Park. In the case of an earthquake, we will assemble in the parking lot and move to the playground or Woodstock Park as necessary. We will connect with families using cell phones. Sunstone has developed a detailed emergency plan with contingencies for illness, accident, fire, earthquake, local hazard, lockout/lockdown, and evacuation.

[See the full plan](#) on the parents' portal of the website.

FlashAlert

Subscribe Now: <https://www.flashalert.net/id/sunstone>

Sunstone families should subscribe to the Sunstone FlashAlert channel, as it will be our primary way to communicate any emergencies, inclement weather, school closures, delays, early pick-ups and more. Once you are subscribed you will automatically receive emails alerting you to and updating you on any emergency situations or inclement weather communications directly related to Sunstone.

Get the App

After you are subscribed, we highly recommend that you get the FlashAlert messaging app for your smartphone. The app is free, easy to install, will sync with your Sunstone FlashAlert account, and will flash an alert on your phone's screen without you having to check your email.

Observations & Conferences

Observations

Classroom observations are on hold until further notice.

Observation is an essential element of the Montessori philosophy, and the children are accustomed to having visitors in their classrooms. We limit outside observations during the first month or so of school, while the children are orienting and adapting to the environment. After that, parents are welcome to observe our classrooms by scheduling an appointment. We will announce the opening of parent observations in the weekly Communications.

Observation is an opportunity to see the functioning of the classroom in its undisturbed state, however, your own child is likely to behave differently with you there. The more you can minimize your presence, the more accurate picture you will get.

Observing the other children is a good way to see more typical behavior. The following guidelines will help ensure a successful experience:

To schedule your observation:

Please email Sara MacRae, Administrative Assistant, smacrae@sunstonemontessori.org

Please note, observations do not open until mid-late October. Classroom observations are on hold until further notice.

When you come to observe:

- Check in with the office when you arrive. Staff will greet you and direct you to your destination. Please arrive on time and plan to stay for about half an hour.
- Power your phone off.
- In the classroom, you will be directed to an observation chair. Please stay in the chair and focus your quiet attention on the children and their work.
- You can minimize your presence by **limiting your interactions with the children**. Please do not engage children in conversation, participate in their work, or suggest ways in which they should behave. You may feel free to respond briefly to children who speak to you, but it is best to keep your focus on your own ‘work’ of observation. The children will typically respect this and continue with their own activities.
- If you would like to discuss your observations with the Guide, please email or leave a note with the office, and the Guide will be happy to contact you.

Conferences

Parent-Guide conferences are scheduled twice a year—once in the fall and again in the spring. Conference sign-ups will be available online through the weekly email Communications, approximately one month before conferences. Additional conferences can be scheduled with the Guide as the need arises.

The school provides a single conference time for each child. Married, separated or divorced parents can attend simultaneously, as the focus is on the child and we want to share a consistent message.

During the conferences, your child’s Guide will share your child’s work with you, report on his or her personal and academic development, and discuss any other relevant issues. Feel free to ask questions and bring up any issues or concerns you might have.

Communication & Participation

The Sunstone Montessori School Community is made up of approximately 130 children, 100 families, 29 staff members, 9 Board members, and an ever-growing network of alumni and friends. Together, we work in our particular roles towards the common goal of creating and sustaining our vision, mission, and a strong, sustainable, first-rate AMI Montessori school.

Communication

Contacting Sunstone: Feel free to get in touch with us any time, by telephone, email, or in person. (*See the Contacting Sunstone section of this handbook.*)

Communicating with families: We communicate primarily via the weekly Communications. We also use email, family folders, FlashAlert, social media, and the website calendar.

The Communications: *The Communications* is a weekly email newsletter and your main and most important source of information at Sunstone. If it's important, it will be in *The Communications*. Please read your email.

Email: Guides will use email to distribute their monthly newsletter and any classroom pertinent information. The admin will use email for time-sensitive communications, emergencies, and health alerts. Room Parents will use email to communicate classroom gatherings and news.

Website Calendar: We highly recommend that you familiarize yourself with our [website calendar](#). We update the website calendar throughout the year to reflect the most current dates, events, sign-up and RSVP links. We use Google Calendar. If you use Google calendar you can sync our Sunstone calendar with yours by clicking on the "+ Google Calendar" in the lower right corner.

Family Folders: The Family Folders are used for work produced by the child, and for distribution of other communications such as pizza order forms from the students and *The Sunstonian*, our monthly photo essay. Toddler and Children's House parents should check these at the end of the day. Please ask your Guide where they are located. Elementary parents, please help remind your children to check their folder regularly.

Flash Alert: Subscribe at <https://www.flashalert.net/id/sunstone>.

Sunstone families should subscribe to the Sunstone FlashAlert channel, as it will be our primary way to communicate any emergencies, inclement weather, school closures, delays, early pick-ups and more.

The Sunstonian: A monthly photo essay will be published and distributed in print (black & white) and electronically (color). Photos include classroom moments, and community events.

Instagram: Follow us @Sunstone_Montessori_School for lots of photos and insights.

Facebook: Our Facebook page highlights Sunstone moments and provides articles worth reading on topics such as Montessori, parenting, and child development.

Parents' Portal of the Website

The [parents' portal](#) is an excellent resource and your go-to place for finding the information and links that you need all in one place:

- School Calendar
- Directories
- Sunstone Handbook
- Emergency Plan & Flash Alert
- Community Participation
- FB
- YouTube
- Photo Gallery
- Watch, Read, Learn
- After School Classes
- Spirit Gear & Incidental Price List
- Immunization Rates

Directory

You can find the classroom, staff, board, and room parent directories on the parents' portal of the website. This is a password protected page. The Directory will be live in late August and is updated as needed throughout the year. The password will be distributed in the weekly Communications.

Community Participation

While your tuition payments help support our school financially, tuition alone does not cover the true cost of educating your child, nor can it sustain our community. Your involvement at Sunstone is vital in maintaining the lively, loving environment that we have here. We depend on your participation to accomplish a wide variety of tasks while connecting with other parents and staff in a meaningful way.

Expectations:

As a part of the Sunstone community we ask every family to contribute to their child's classroom two to four times throughout the year in the form of food preparation items, milk, snack, flowers, and laundry. If you have two children in the same classroom your contributions double.

- The **Toddler** classroom needs flowers and food preparation items. Please [sign up](#) – 3 or 4 times per child.
- The **Children's House** needs snack/flowers, and laundry. Please [sign up](#) – twice per child for both snack and laundry.
- The **Elementary** classrooms need flowers and laundry. Please [sign up](#) – twice per child.

In addition the classrooms have wish lists, book lists, and job lists that you can contribute to at any time throughout the year. We also have events throughout the year that we need your help with either by contributing items or your time, and we have a variety of Parent Education offerings. Sign-ups will be announced in the weekly Communications and posted on the [parent's portal of the website under Community Participation](#) as soon as they are available.

We encourage families to browse all of the community participation opportunities in the [parent's portal of the website under Community Participation](#). There you will also find links to sign up.

Annual Fund

Each year our community supports Sunstone by [giving to the Annual Fund](#) in a variety of ways. Our goal is 100% Annual Fund participation from our board, staff and **parent community**. You can help us reach our goal through one of our several Annual Fund giving opportunities:

- Fall Campaign (October-December)
- Paddle Raise and Cash Donations at our annual Gala & Auction
- True Tuition Donation (\$1,000 anytime)-the difference between tuition and the actual cost of educating your child
- True Tuition Plus (\$2,000 anytime)-true tuition for your child and one other
- Corporate Matching (anytime)-eligible employers match your donation thereby doubling your contribution
- One Time Donation (anytime)

Please contact Shanda, stryon@sunstonemontessori.org, with any questions.

Transparent Classroom

Sign In: https://www.transparentclassroom.com/souls/sign_in?locale=en

Transparent Classroom is your online portal for enrollment and family information. Through Transparent Classroom you will:

- Complete your enrollment/re-enrollment forms
- Make any changes to your family's contact, emergency or medical information throughout the year.
 - Each family will be assigned three forms in Transparent Classroom that you can use to update your information.
 - *Review and Update Emergency Information* (name, address, phone, emergency contacts, authorized pick-up list)
 - *Review and Update Medical Information* (medical information, allergies)
 - *Medical Authorization Form* (If your child needs to take medication, whether prescription or "over the counter," during the school day, you must fill out a Medication Authorization Form in Transparent Classroom.)

Daily Schedule

Morning Work Period

A Montessori classroom offers a long, uninterrupted work period in the morning, during which children can come to lessons, choose work, and develop sustained concentration and engagement with their activities. As much as possible, we work to protect this time from unnecessary intrusions and disruptions. Of course, some events and activities, such as visiting experts and outside performances, are scheduled as needed.

Snack

Toddler Community: Snacks are provided by the school.

Children's House A nutritious breakfast at home will get your child off to the best start for the day. Still, younger children generally require mid-morning and afternoon snacks. Each Children's House family is asked to furnish weekly snack for the classroom at least a couple of times throughout the year. [Sign Up Now](#). After you sign up, the classroom staff will provide you with a shopping list of items, typically on the Friday before your week. We are sensitive to all food allergies in planning for snack purchasing and the shopping list that you receive will reflect this. Public health regulations forbid serving food prepared at home as a group snack. You and your child can bring the items with you at drop-off on Monday morning, or the next school day if Monday is a holiday.

Elementary: Elementary children are invited to add a nutritious snack to their lunch. They will have an opportunity during the morning to eat their snack if they wish. Check with your child's Guide for the classroom's snack guidelines and classroom allergies.

Lunch

Toddlers: Lunch is provided by the school.

Children's House and Elementary: Children can bring lunch from home in a re-usable bag or box **without media characters**. Children's participation in making their own lunches as much as possible supports their independence.

Sunstone Lunches: Children's House and Elementary families can order nutritious, handmade, hot lunches three times per week on Tuesdays, Wednesdays and Thursdays. Matt Howard, our kitchen manager and school chef, prepares healthy menus on a monthly schedule from which you can pick and choose. Each month, **starting in September**, you will find a link in the weekly Communications to place your entire order for the next month. Simply click the lunch order form link, browse the menu, complete the order form to mark the days that you would like to order lunch for your child(ren). Dee will bill your account \$9.00/meal and your child(ren) will be delivered a delicious and nutritious lunch on the days of your choosing.

Sunstone Sack Lunches: Sunstone's commercial kitchen offers an "Oops, I forgot my lunch" option. If you ever find yourself at school minus a lunchbox, just email kitchen@sunstonemontessori.org **before 9:00am**, include your child's name and classroom, and we will deliver a healthy sack lunch to your child and bill your account \$5/lunch. The sack lunch includes a sunflower seed butter and honey sandwich, a piece of fruit, and a cheese stick.

Healthy Lunches: A balanced lunch that contains a protein, a grain, and a solid fruit or vegetable helps the children sustain their energy levels throughout the day. Candy, “empty” junk foods and sugary desserts are not permitted, and highly processed foods (such as Lunchables) are strongly discouraged. We are happy to offer suggestions if you need.

Food Sensitivities: If your child has sensitivities or allergies, be sure to note these on the *Medical Information Form* in [Transparent Classroom](#) (part of your enrollment packet). If you need to add food sensitivities or allergies please update your child’s medical information in [Transparent Classroom](#) using the *Review and Update Medical Information Form*. If medication needs to be administered or your child needs a medical action plan (i.e. epi pen) please submit the *Medical Authorization* form in [Transparent Classroom](#). Sunstone is not a “nut-free” school, but we will communicate serious food sensitivities to families in affected classrooms and some classrooms may end up being “nut-free.”

Hot and Cold: Some classrooms have microwave ovens available; please check with your child’s Guide to find out if it is an option to occasionally send food that needs to be warmed. There is no refrigerator space available for children’s lunches, so please do not send food that requires refrigeration throughout the morning. According to state requirements:

- Children must keep their lunches cold using cold packs for their foods.
- Lunches must be prepared in the morning or kept in the fridge overnight until ready to leave the house.
- Any leftover food from lunch shall be discarded by the school or parents.

Drinks: Water (and milk in Toddler and Children’s House) will be available for the children. Soymilk or rice milk can be available if needed. Please contact your Guide. If you wish to send juice, please send it in a re-usable or re-sealable container. **Please do not send juice boxes, milk cartons, or sodas.**

We use only bottled water for drinking and cooking. We do not prepare infant formula. Each classroom and common areas have a water dispenser for this purpose. Our water fountains have been turned off and placed beyond use.

Packaging: As a Green School, Sunstone encourages families to use re-usable, child-manageable containers as much as possible and avoid excessive packaging, plastic bags, etc. **All food that is not eaten will be sent home.**

Sunstone Montessori Flatware: Sunstone provides spoons and forks for children to use with their lunches. Occasionally this flatware will accidentally go home with children in their lunchboxes. Please be mindful of this and return any flatware to the classroom. Thank you.

Outdoor Play

Children have approximately an hour for lunch and outdoor play, as well as regular access to the courtyard. We go outside in all weather, so please send **appropriate clothing, labeled with your child’s name/initials.**

Afternoon Work Period

Children who stay for the full day have a second work period until 3:00pm. Younger children who nap in the afternoon, do so in the classroom.

Playground Rules

We expect all community members to respect and adhere to these rules when on the playground, even outside of school hours.

- Be safe, gentle, and respectful to others.

- Please no picking or lifting up other children or hanging on other people's bodies.
- Remember that there are no exclusions - everyone is welcome to join in a game.
- Throw balls at each other only when others are expecting it.
- Nature stays on the ground. Please leave all sticks, rocks, gravel, bark chips on the ground.
- Ladders are for going up slides are for going down.
- Play structures are for climbing. Fences are for boundaries. Trees are for shade. Do not climb the fence, trees, or the outside of play structures.
- Monkey Bars are for hanging from. Do not sit on top of the bars.
- The garden area is for gardening.
- Tell an adult if a ball goes over the fence.
- Children can listen to the first reminder from an adult.

School Policies

Bringing Things to School

School Supplies: The annual materials fee covers the cost of paper, pencils, and other supplies. It is not necessary for your child to bring in any school supplies unless specifically requested by the Guide for a special project.

Electronic Devices: iPods, cell phones, etc. are not permitted at school. Older children who carry mobile phones must drop them off in the office **on arrival**. Students may pick up their phones or other electronic devices from the office at the end of the day **as they depart**. Use of these devices by children is not permitted while they are under Sunstone supervision, except in emergencies or other special circumstances.

Skateboards, etc.: Skateboards, longboards, roller skates and wheeled vehicles other than bicycles or scooters must be dropped off at the office on arrival and picked-up at departure. Bicycles and scooters can be parked in Sunstone's covered bike parking in the courtyard.

Toys and Precious Items: These items can be distracting, and may be lost or damaged, so **please avoid sending them to school**. Inappropriate items will be held until the end of the school day and then returned.

Sharing: Interesting items can be brought to share with the class according to the individual classroom guidelines. Natural specimens, handmade items, cultural objects, etc., are best for this activity. Please check with your child's Guide before bringing in an item.

Lost and Found: Unclaimed items will be taken to the Lost and Found in the office. Clothing and other belongings that are clearly labeled with names or initials are easiest to reunite with their owners. Unclaimed Lost and Found items are donated to charity a few times each year. We will give notice to families when donations are scheduled.

Celebrations at School

Holidays: Holidays and cultural celebrations are observed in classrooms based on the students' and Guides' interests. Classroom activities typically include art, stories, and songs as explorations of a holiday's cultural background. Please consult with your child's Guide before making plans to contribute to classroom celebrations.

Birthdays: Please contact your child's Guide in advance to arrange for the celebration of your child's birthday at school. Please do not distribute invitations at school for your family's birthday party. To avoid hurt feelings, please mail invitations separately.

Computers and Video

Classroom Use: Computers and video presentations are not used in the Children's House classrooms. Video may occasionally be used in the Elementary classrooms to supplement an area of study. Students in the Upper Elementary may make occasional use of computers, learning and using research and document production skills.

At Home: Based on research on the effects of screens on children's attentiveness, relationship skills, and self-regulation skills, we request that children have **NO television, video game, or computer activity before school**, and that screen time be limited at home, especially during the school week. Video games are not permitted at school at any time.

Dress

Clothing: Children should wear comfortable, functional clothing suited to the season. Children need to be able to work comfortably in the classroom, and to run easily and play outside in any weather. Please mark all hats, gloves, coats, boots, sweaters, and extra set of clothing with your child's name or initials.

Independence: Please support your child's independence by choosing clothing he or she can manage independently.

Appropriate appearance: Sunstone Montessori School serves children ages 16 months to 12 years. For that reason, we want to foster appropriate dress across our whole community. Attention-getting items detract from the classroom's atmosphere of calm and ordered learning. Children whose personal attire or grooming distracts the attention of other children or teachers from schoolwork will be required to make necessary alterations. The intention is to create and foster a safe, orderly setting in which all children can concentrate on their educational endeavors with minimal distractions. Parents' understanding and support is vital to achieving this goal. When a child is dressed inappropriately, parents may be contacted to provide a change of clothes before the child may return to class. Typically, the child is given a choice, ie. turn the shirt inside out or wear a Sunstone shirt.

The following are not appropriate for school:

- Clothing with media characters and imagery.
- Clothing or objects with obscene, offensive, or intimidating language, or drug, tobacco, firearms, or alcoholic beverage promotion.
- Tops which expose the midriff, skin-tight or see-through clothing, visible undergarments.
- Head coverings (hats, but also crazy scarves, Mickey Mouse ears, etc.) indoors unless medically necessary or by arrangement with the school administration.
- Torn clothing, clothing with holes (beyond normal wear and tear), cut-offs, over-sized pants, shorts or shirts.

Aggressive Behavior and Discipline

Sunstone is a warm, welcoming space where we do all that we can to ensure the safety of the children and provide them with an optimal educational experience. We educate children for life, including fostering the development of emotional intelligence, problem-solving skills, and the grace and courtesy of everyday life.

Sunstone believes in a preventative approach to discipline. Guides work with the children to create an environment conducive to work and personal development. Children are expected to behave safely, respectfully, and responsibly, according to their stages of development. Behavior outside these expectations is typically addressed through Grace & Courtesy lessons, conversation, redirection, and/or increased scaffolding, as deemed appropriate by the Guide.

Inevitably, part of this work with children may address aggressive behaviors. Developmentally, biting, hitting, etc. are particularly common for children aged 16 months to three years-old, and less common for children aged 3-12 years; for this reason, we hold developmentally appropriate perspectives on these behaviors across our program levels. *Please refer to our First Plane Aggressive Behavior Addendum for more insight into our developmental perspective and approach with children ages 6 and under.*

In instances of aggressive behaviors, each situation will be assessed individually and discussed with the Program Director and the parents of both children will be notified of the incident. The names of children involved will not be discussed in accordance with the National Association for the Education of Young Children recommendations. Your child's Guide will communicate with you in the case of any serious and/or ongoing behavior problems. In certain cases of physical aggression and/or in the event of persistent disruption, the school reserves the right, for the safety and comfort of the children, as well as to set firm limits, to remove the aggressive child from the classroom and request that the child be picked up by a parent at the time of disruption.

Relational aggression, also known as peer mistreatment, is also taken very seriously within our school. Relational aggression is defined by Sunstone as any persistent behavior that harms others through damage or threat of damage to relationships or feelings of acceptance, friendship, or group inclusion. Examples of such behaviors include unwelcome teasing, name-calling, excluding, humiliating, spreading rumors, playing harmful practical jokes, threatening to isolate or harm, disrespecting another's property, coercing, or manipulating power in a relationship.

In cases of serious and/or ongoing behavior problems, including disruptive behavior, physical aggression, and relational aggression, parents can expect the following steps:

- The Guide will call a meeting with the parents to address concerns and develop a solution-oriented action plan. Subsequent meetings may be held between the Guide and the parents to evaluate progress.
- If the behaviors continue, a meeting will be called with the Guide, parents, Program Director, and/or Head of School as needed. The child may be referred to see a counselor or other professional at this time.
- In the case of extreme or persistent behavior issues that resist improvement, Sunstone will assess whether suspension or termination of enrollment is best.

Student Records

Student records may consist of, but are not limited to, attendance records, health and emergency information, assessments, developmental and academic progress reports, accident reports, and parental authorization for various school activities. Parents and legal guardians have the right to inspect and review any and all records, files, and data directly related to their children.

Immunization Policy

Sunstone Montessori is required by law to keep up-to-date copies of each student's immunization record on file. Oregon law also requires that all students are either up-to-date on immunizations for their age group, have a medical exemption from a medical professional, or complete the non-medical exemption online training module. While Sunstone can access immunization records for the state of Oregon, parents must provide a copy of all immunization records from other states, medical exemption documents or non-medical exemption certificate of completion, and in the case of a non-medical exemption, sign the non-medical exemption box on their Oregon immunization record.

OCC Rights of Parents and Guardians

Parents and guardians have the right to enter and inspect their child's classroom without notice during normal operating hours and while their child is receiving care. Parents and guardians have the right to inspect childcare certification by the State of Oregon Office of Child Care. These documents are available in the school office during normal office hours. Parents and guardians have the right to report unsatisfied complaints about pre-school and after-hours care to:

State of Oregon Office of Child Care
700 Summer Street NE Suite 350
Salem, OR 97301
(503) 947-1400

The following OCC notices are posted in each licensed building:

- Notice of Arrival & Departure Procedures
- Notice of Rights of Parents/Guardians to Center Access
- Notice of Rights of Parents/Guardians to Certification & Inspection
- Notice of Rights of Parents/Guardians to Report Complaints
- Notice of Sunstone Montessori School Guidance & Discipline Policy

Adult Conduct

Adults in the Sunstone community, including Sunstone staff, parents, and extended family, are expected to behave safely and respectfully. We ask that all adults observe the following guidelines:

Communication: If there is a problem, it is best to communicate clearly and directly with the person who can address it. For classroom issues, communication should begin with the classroom Guide. Conflicts among adults should be addressed in a calm and private manner.

Privacy and Confidentiality: Adults should consider the privacy of children, parents and staff. Staff and parent personal information, including email addresses and phone numbers, should be kept confidential. Directory information is intended for school-related business only.

Serious Issues: Some behavior is grounds for immediate withdrawal from the Sunstone community:

Sexual abuse and sexual assault are illegal and will not be tolerated. Allegations of abuse or assault will be thoroughly investigated and appropriate actions will be taken. This applies to all employees, parents, students, volunteers, and subcontractors.

Discrimination or harassment of any person in the Sunstone community on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, and place of residence or business is counter to our values and will not be tolerated. Allegations of discrimination will be thoroughly investigated and appropriate actions will be taken. This applies to all employees, parents, volunteers, and subcontractors.

Consequences: Every effort will be made to address community conflicts constructively. However, if no mutually agreeable resolution can be reached, it may be necessary for a separation from the school, either by termination of an employee or termination or non-renewal of an enrollment agreement, at the sole discretion of the School.

Separation, Divorce, and Custody

In the case of separation, divorce, or legally directed custody arrangements, Sunstone will grant access to children and school records unless we have a court order or other legal document specifying the rights accorded to each parent.

Without a court order, a copy of which is provided to us by the custodial parent, our ability to deny access is limited to notifying the custodial parent and/or police if needed (should an unsanctioned contact be attempted or occur at Sunstone). Staff members are instructed to not attempt to mediate a custodial dispute, put themselves or the child in jeopardy, nor try to enforce a court order. Again, staff is instructed to simply call the custodial parent and/or police if needed.

In addition, in these cases, Sunstone requires the permission of **both** custodial parents to add other adults to a child's pick-up list.

Please let the school know if there is a change in your family status along these lines. Although these situations can be fraught with emotion and conflict, we are best able to serve your child if we have good information and clear communication.

Withdrawal and Disenrollment

Tuition amounts are due in full as agreed and outlined in the Financial Commitment Agreement. You are eligible to file a claim for a partial refund of unused tuition if you paid for tuition insurance.

If you wish to withdraw or disenroll your child from the program, you must send a letter or email to Cathy Newman, Head of School, cnewman@sunstonemontessori.org. The date of the email, the postmarked date of a letter, and the delivered date if delivered in person, are considered the date of notice for purposes of this policy. Please indicate “Notice of Student Withdrawal” in the subject line of the email or letter, and include the following text in your correspondence:

Please accept this email as notice of our intent to withdraw our child, [enter child’s name], from Sunstone Montessori School. [Name of child]’s last day in the program is expected to be [enter effective date of withdrawal].

We will confirm our receipt of your written notice, and if a refund is due, we will process that prorated amount in accordance with the terms of the Financial Commitment Agreement you signed. As a reminder, there are no refunds of tuition or fees for missed days of class due to absences, illness, medical conditions or medical emergencies, disability, testing, family emergencies, vacations, inclement weather, moving/relocation, extracurricular activities, or other events that may cause your child to be absent from school.

Please Note: If you decide not to re-enroll your child at Sunstone, we respectfully request that you postpone telling your child of the upcoming change until the end of the school year. Children under age six, in particular, are very present-moment focused and have difficulty understanding that this change is happening in the future, not immediately, but even some Elementary aged children struggle with this news when it is delivered prematurely. We have observed that children of all ages with advanced knowledge sometimes disengage from the classroom, from the materials, and from their Guide, creating an unsuccessful experience for the child and the entire classroom community. Thank you for your support in allowing the children to have the most cohesive and engaged classroom experience possible!

COVID Procedures and Policies

Purpose

This document has been created to ensure that we, as a community, are taking appropriate action to protect our Sunstone community, staff, children and families from the potential outbreak of illness. Each policy outlined in this document applies to all employees and community members while on Sunstone Montessori School property. We have based these policies on guidance from the Center for Disease Control (CDC), the Oregon Department of Education Early Learning Division (ELD), and the Office of Governor Brown. You can view the CDC's guidance for child care [here](#) and the ELD's guidance [here](#). Sunstone will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community. Due to the nature of the pandemic, changes are inevitable and Sunstone will provide clear communication in a timely manner regarding any changes to policy or protocols.

Health Procedures for Families and Staff

COVID-19 Vaccination Requirements

Sunstone staff are required to be fully vaccinated per [OAR 333-019-1030](#).

Proof of COVID-19 Vaccination (or a medical or religious exemption) is required for anyone on campus who is of vaccination age. See *Pick-up Authorization*.

General Sunstone Wellness Guidelines

These are our general health and wellness policies we adhere to from the Oregon Health Department. Staff and children may NOT attend school if they have one or more of the following symptoms:

- Feeling unwell, lethargic, unable to participate in normal activities
- Fever over 100 degrees F in the last 24 hours
- Diarrhea or vomiting in the last 24 hours
- Nausea or imminent vomiting
- Persistent or severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck or headache with one or more of above symptoms
- Shortness of breath or difficulty breathing or abnormal wheezing
- Complaints of severe pain
- Communicable diseases including serious colds, sore throats, rash, excessive mucus, and other conditions

Children and staff exhibiting any of the above symptoms should not be at school and should remain home until symptom free for 24 hours. Being in a community is much more demanding than being at

home. A child who seems well at home may deteriorate quickly at school, requiring an early pickup. Children who are unable to participate in normal class activities or outdoor play time should be kept home, and may be sent home at the discretion of your child's Guide.

In addition, the Health Department maintains a list of daycare-restricted diseases including chickenpox, scabies, and staph and strep infections, in which cases we must exclude the child and notify the Health Department of any outbreak.

Additionally, any child or staff member, regardless of vaccination status, that exhibit COVID-19 symptoms including new loss of taste or smell, fever, new cough, or shortness of breath in the last 10 days cannot be onsite.

- New cough means out of the ordinary for this person – e.g., not typical asthma, allergies.
- Fever means 100.4 degrees Fahrenheit or more, without the use of fever-reducing medication.
- Exclusion from the program should be for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication. If needed, consult with the Local Public Health Authority for additional guidance.
- The 10-day exclusion period can be shortened:
 - If an individual with symptoms of COVID-19 tests negative at any time during the 10-day period. They can return to the child care program 24 hours after resolution of cough and fever without the use of fever-reducing medication.
 - If an individual's only symptom is fever and is advised by a medical professional they can return to the child care program.
 - Documentation from the medical professional is recommended. The person should be fever-free for at least 24 hours.
 - A child who has received routine childhood vaccinations in the last 48 hours can return to care at the direction of a medical professional once they are fever-free. Documentation of vaccination from the medical professional is recommended.
- An unvaccinated staff member or child who is a close contact of an individual with presumptive or confirmed COVID-19 is required to be excluded in accordance with Oregon Health Authority rules for the 10-day exclusion period or the unvaccinated staff or child can get a COVID-19 test and may return if the test is negative. Unvaccinated staff or children must be excluded if anyone in their household has a pending COVID test. They may return once the household member receives a negative test result.

Individuals who are experiencing COVID-19 symptoms but who have received their COVID-19 vaccine within the past three days:

- If the individual has symptoms of fatigue, chills, muscle ache, joint pain, or redness – these are likely vaccine side effects. If no fever is present, the individual may work or attend the program if they feel well enough to work. If fever is present, staff members should stay home until 24 hours fever-free.
- If the individual's only symptom is fever, the individual should stay home until 24 hours fever-free. If the fever does not improve in two days, the individual should see a health care provider and consider getting tested for COVID-19 as they may have been exposed prior to vaccination.
- If the individual has symptoms that include cough, shortness of breath, or loss of taste or smell, they will be excluded consistent with the recommendations above.

We are required to:

- Exclude from the program any child or staff member who tests positive for COVID-19, regardless of vaccination status, for the time period specified in the rules adopted by the Oregon Health Authority under OAR 333, Division 19, in accordance with rules adopted by the Authority.
- Exclude from the program any child or staff member who is susceptible and who is exposed to COVID-19, for the time period specified in the rules adopted by the Oregon Health Authority, in accordance with the rules adopted by the Authority.
- Inform all families, staff, and individuals who enter the child care program that they should not enter if they are unvaccinated and have been exposed to a COVID-19 case.
- Notify the local public health authority immediately if anyone who has been on the premises of the program is diagnosed with COVID-19.
- Communicate, in coordination with local public health authority, with all families and other individuals who have been on the premises of the program in the past 14 days about a confirmed case of COVID-19.

The three main preventative measures to be modeled and used at home and at school:

- Wash hands often with soap and water.
- Cover coughs and sneezes with elbow or tissue, and follow any coughing or sneezing with hand washing.

Travel Quarantine Policy

If any non or partially-vaccinated members of your household (this includes regular caregivers) travel on a commercial boat, train, plane, or bus (such as Greyhound), then Sunstone requires the following procedure before students (or staff) in your household are allowed to return to Sunstone:

- EITHER all members of the household quarantine for 10 days after the return of the non or partially-vaccinated traveler(s), with no testing required.
- OR all members of the household quarantine until the non or partially-vaccinated traveler receives a negative COVID-19 test which must be taken 3-5 days after returning home.
- Additionally, this same quarantine policy applies if any non or partially-vaccinated members of your household travel via automobile, and/or interact with any non or partially-vaccinated persons outside of the Sunstone community bubble. (The Sunstone community bubble includes students and staff and their immediate household members, and regular caregivers to students who do not live in the household.)
- Quarantining is not required for vaccinated persons.

We will continue to monitor the COVID metrics and vaccination rates and inform you if/when there is any change to our Travel Quarantine Policy. Until then you can assume that it is in effect. Please feel free to contact Cathy with any questions and thank you for your commitment to the health and safety of the entire Sunstone community.

Protocol if a Child Gets Sick or Exhibits Symptoms While at Sunstone

If a child exhibits any symptoms of illness they will be taken to a designated room to be isolated and Sunstone will contact the child's guardian for immediate pick up.

Children exhibiting cough, fever (temperature of 100.4 degrees or higher) or chills, shortness of breath, difficulty breathing, or a new loss of taste or smell have two options:

- Get a COVID-19 test. Elementary children who have parental consent can administer a COVID-19 test here on-site at Sunstone. Toddler and Children's House children will need to go to a practitioner for testing.
- If the test is negative, children stay home for 24 hours after resolution of symptoms, **UNAIDED BY MEDICATIONS.**
- If the test is positive, we will immediately contact the designated health authority for next steps and follow their guidance.

OR

- If not tested, children will stay at home for a minimum of 10 days after onset of symptoms and for 24 hours after resolution of both fever and cough **UNAIDED BY MEDICATIONS.**

Children who exhibit other symptoms of illness (muscle pain, headache, sore throat, nausea, new nasal congestion, rash, conjunctivitis/excessive eye discharge, excessive mucus, runny nose, vomiting diarrhea, and other conditions) in the absence of cough, fever, chills, shortness of breath, and/or a new loss of taste or smell, must be kept at home until they are symptom-free without medication for **24 hours.**

Behaviors and Health Risk Prevention

As stress and trauma increase during the time of COVID-19, Sunstone staff anticipate more challenging and dysregulated behaviors for many children. Implementing and communicating predictable routines and procedures will be very important for all of the children and adults. Taking the time to review the new procedures with your children will help them maintain a sense of psychological safety.

Due to the need for increased, strict health and safety guidelines and Sunstone's reduced number of staff, we will be implementing the following policy:

- For the safety of all those in the community, any behaviors that put the health of other children or staff at risk during this time will result in a call to guardians for immediate pick-up. This may include spitting, biting, removing masks from staff member faces or any behaviors that increase the risk to our staff or impacts the ability to maintain a safe environment for the children and our Sunstone community.
- An assessment meeting will be scheduled with the Head of School or another member of the admin team and guardians before a child may come back to school.

Face Coverings

We have based this policy on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance on face coverings [here](#) and the ELD's guidance [here](#). Sunstone will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Expectations for Face Coverings at Sunstone For Adults:

All adults, staff members, family members and visitors are required to wear a face mask while on campus.

- Parents are required to wear face masks.
- All staff members will wear a face mask at all times.
- Staff members have each been provided dual-layer copper fiber masks.
- Staff members are encouraged to take breaks outside away from colleagues and children to remove their masks when needed.

Expectations for Face Coverings at Sunstone for Children:

- We acknowledge guidance varies on the topic of children and the ability to wear a face covering effectively. Sunstone requires that families provide **all children aged 3 years and older** with masks. Children who are 2 years old can wear a mask if they are able to take them off themselves and if they are able to tolerate them.
- The OCC criteria for wearing masks dictate that the children need to be able to put on and take off the masks themselves, avoid touching them as much as possible, and replace the mask when soiled or wet. We will observe the children and support them with grace and courtesy lessons to help them be successful wearing their masks.
- Face coverings must be worn at all times except for eating, drinking, and napping.
- We recommend **3 clean masks be sent each day**.
- Each classroom will set up a designated space for each child to place their masks while eating, drinking, or napping.

Sanitation

Sunstone will be following these [Cleaning and Sanitation Guidelines](#) as outlined by the ELD and CDC.

Visitor Protocol

For the health and safety of our staff, families and community during the coronavirus outbreak, Sunstone will limit visitor entry into the building. Given the current pandemic we have implemented the following restrictions to our building.

Visiting Guidelines:

- All visitors must be fully vaccinated and masked at all times while on campus, both indoors and outdoors. This includes the parking lot and playground area.

All authorized visitors must follow the procedures outlined below:

- Proceed directly to the office to be let in by a staff member.
- Present your vaccination card to a staff member.
- Use provided hand sanitizer to sanitize your hands or wash hands in the bathroom.
- Go to the labeled check-in station.
- Sign in on the provided clipboard, recording your name, date, time-in, time-out, location visiting, and phone number (for contact tracing).
- **Before you leave campus, return to the office to sign out recording time-out, locations actually visited, and who you came in contact with.**

COVID Resources

Additional information and guidance for COVID-19 can be found through these links from the CDC:

- [Children and COVID-19](#)
- [Talking with children about Coronavirus Disease 2019](#)
- Information about COVID-19 and:
 - [Pregnancy and breastfeeding](#)
 - [Stress and coping](#)