



Effective date: January 15, 2018

**Pacific Montessori Society
Care and Supervision Policy**

1.0 Overview

The purpose of the Selkirk Montessori School Care and Supervision Policy is to provide guidelines for all teachers, staff, parents, and volunteers, collectively referred to as “Supervisors”, who work with students registered in the school during the academic year. These guidelines are intended to assist Supervisors with carrying out their responsibility to provide appropriate supervision of students throughout the school day.

Parents or guardians who are late picking up their child (ren) (students not enrolled in the school’s Extended Day Program) at the school dismissal time of 3:15 p.m. will be expected to pay the late pick-up fee in the amount of \$25.00 per half hour.

**2.0 Pre-school and Kindergarten students:
Supervision at beginning of school day**

- 2.1 Preschool students may enter their classroom at 8:50 a.m.
- 2.2 Prior to 8:50 a.m., parents/guardians are responsible for their children.
- 2.3 Prior to 8:50 a.m., teachers and staff are involved with meetings and/or preparation for the day and are not available to provide supervision.

**3.0 Pre-school and Kindergarten students:
Supervision at end of school day**

- 3.1 At the end of class, a student will be released only to that student’s parent or guardian unless the school is otherwise instructed by the child’s parent/guardian.
- 3.2 Parents/guardians are expected to arrive at the school before their child’s scheduled class start time and no later than five minutes after the scheduled end of class, to meet his/her child.
- 3.3 Parents/guardians are strongly encouraged to arrive on time since arriving late may cause anxiety to the student and inconvenience teachers and staff.

- 3.4 Whether a student is released at the end of class or at another time during the day, the school, teachers, and staff are no longer responsible for that student once the student is released to his/her parent/guardian or other authorized person.

**4.0 Students in grades 1 through 4:
Supervision at beginning of school day**

- 4.1 Students may enter the school at 8:30 a.m. Classes start at 8:45 a.m.
- 4.2 On days where students are scheduled for Move and Groove (exercise in the gym), students are expected to arrive in the gym no later than 8:45 a.m. wearing indoor shoes.
- 4.3 Before classes begin at 8:45 a.m., and before students enter the gym for Move and Groove, parents/guardians are responsible for their children as teachers and staff is involved with meetings and/or preparation for the day and are not available for supervision.

**5.0 Students in grades 1 and 2:
Supervision at end of school day**

- 5.1 Parents/guardians of students in grades 1 and 2 are expected to arrive at the designated location, no later than 3:15 p.m., the time at which students are dismissed by their teachers.
- 5.2 Any student who is not met by his/her parent/guardian by 3:20 p.m. will be accompanied to the school office or to the Extended Day Program room. The parent or guardian will be charged the \$25.00 per half hour late pick-up fee.
- 5.3 Students in the Extended Day Program are to be picked up by their parent or guardian at the designated location (these locations include the gym, multipurpose room, the green, the Checkerboard, and are printed on laminated signs and mounted at the staircase near the Jackladder Lane school entrance) no later than 5:15 p.m.
- 5.4 Any parent arriving later than 5:15 p.m. to pick his or her child up from the Extended Day Program will be charged the \$25.00 per half hour late pick-up fee.

**6.0 Students in grades 3 through 8:
Supervision at end of school day**

- 6.1 Students in grades 3 through 8 will be dismissed from class by their teachers at 3:15 p.m.
- 6.2 Once a student is dismissed from class, teachers and staff are not responsible for supervising the student unless they are enrolled in the Extended Day Program.
- 6.3 Parents/guardians of students in grades 3 through 8 are strongly encouraged to meet with their children at 3:15 p.m. on the first floor of the school or on school property.

7.0 Grade 7 and 8 Students – Study Hall

7.1 Students in Grades 7 and 8 have Study Hall every morning starting at 8:00 a.m. and are permitted into the school at this time to participate in this study period.

8.0 Extended Day Care

8.1 Students registered in the Before School Care Program can enter the school at the designated entrance from 7:45 a.m. onwards.

7.2 Preschool/Kindergarten students should be accompanied by their parent/guardian and proceed directly to the designated Before School Program room.

7.3 Students in grades 1 through 3 should be accompanied by their parent/guardian and proceed to the designated Before School Care Program.

7.4 Teachers and staff are not responsible for students until they are checked into a before or after-school care program.

7.5 Drop-ins for the Extended Day Program for extenuating circumstances must be authorized in advance by the school administration. The applicable drop-in fee for extended day care must be paid in full to the school at the front office at the time of drop-off.

7.5 All afternoon Extended Day students should be picked up no later than 5:15 p.m.

7.6 A late pick-up fee of \$25.00 per half-hour will be charged to parents/guardians who do not arrive by 5:15 p.m.

7.7 Teachers and staff are not responsible for students once they have been checked out of an Extended Day program.

8.0 Supervision of activities taking place outside of SMS property

8.1 When a student leaves school property under the supervision of a Supervisor, the student remains under authority of the school.

8.2 Supervisors remain responsible for students engaging in school authorized extra-curricular activities outside of SMS property.

9.0 School Clubs

9.1 Early access to the school is available to students participating in the school's clubs. For example, the Strings club.

9.2 Access to the school is for students enrolled in the school's clubs only. Siblings of students enrolled in the school's clubs are not permitted to access the areas where the clubs are taking place.

10.0 General supervision guidelines applicable throughout the school day – *Refer to the Pacific Montessori Society’s Discipline Policy.*

References:

- **Discipline Policy**
- **Field Trip Policy**
- **Supervision Policy**

Approved: January 15, 2018