



Pacific Montessori Society Supervision Policy

Approved: January 11, 2021

1. Overview

The purpose of the Selkirk Montessori School (SMS) Supervision Policy is to provide guidelines for all teachers, staff, parents, and volunteers (collectively referred to as “Supervisors”) who work with students who are registered with SMS 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. Supervisors at any point in the day are required to maintain a current awareness of any medical or safety needs in the group. Supervisors should have access to EpiPens or other life-saving medicine prescribed to each child.

2. Pre-school and Kindergarten Students:

Supervision at beginning of school day.

Students in our preschool and kindergarten programs are dropped off by their parent/guardians to their individual classroom teachers in the morning.

Supervision at end of school day

Students in our preschool and kindergarten programs are handed over to the after-school care supervisors by their classroom teachers at the end of regular classes. After school care supervisors must have the parent/caregiver sign when they pick their children up between 3 and 5:15 pm.

3. Students in Grades 1 through 8:

Supervision at beginning of school day.

Elementary and Middle School students can enter the school from 7:45 am till 8:30 am for extended day programs or clubs (strings, badminton, etc.) and are supervised by classroom teachers, club supervisors or before school care staff.

Once the doors are opened, students can go directly to their classrooms where they will be supervised by their classroom teachers.

Supervision at end of school day

Students are released through their designated doors to their parent/guardian at the end of the school day.

After School Care

Students in grades 1 and 4 will be picked up from their classrooms by the after-school care supervisors. Parents/guardians will sign their child out of after school care at pick up between 3:15-5:15 pm.

Students in grades 5-8 will go to their designated classroom to meet their supervisor after school. Parents/guardians will sign their child out of after school care at pick up between 3:15-5:15 pm.

4. Supervision of activities taking place outside of SMS property

- When a student departs SMS property under the supervision of a classroom teacher, specialist or out of school care supervisor, the student remains under authority of SMS.
- Supervisors remain responsible for students engaging in SMS authorized extra-curricular activities outside of SMS property.

5. General supervision guidelines applicable throughout the school day

- Supervision of student groups and classes must always be maintained. In the case of an emergency, the supervising staff member must find a replacement staff member to supervise the students.
- All Supervisors should be aware of relevant safety and risk issues about any activity and/or location of such activity.
- When supervising SMS students who are ill or injured, Supervisors should be aware of the nature of the illness or injury and the availability of first aid assistance.
- Supervisors must always show respect toward students and not engage in any form of verbal or physical abuse.

- If a student engages in behaviour that places at risk their own or another individual's health and/or safety, then appropriate intervention by one or more Supervisors is required.
- If a student engages in behaviour that places at risk their own or another individual's health and/or safety, then the responsible Supervisor must report the incident to the Head of School or their delegate as soon as possible.
- Supervisors must be made aware of SMS's Computer Policy so that they may appropriately monitor student behaviour while students are utilizing a computer and/or accessing the Internet.
- One or more Supervisors should be present when students are accessing the Internet.