



**Pacific Montessori Society
Supervision Policy
Approved September 21, 2005**

1.0 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.

**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 thus 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 SMS is otherwise instructed by the child’s parent/guardian.
- 3.2 Parents/guardians are expected to arrive at SMS prior to the scheduled end of class, and no later than five (5) 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, SMS, 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 8:
Supervision at beginning of school day**

- 4.1 Students may enter the SMS building at 8:30 a.m.
- 4.2 Students are expected to arrive in the gymnasium no later than 8:45 a.m. wearing indoor shoes.
- 4.3 Prior to 8:45 a.m., and before students enter the gymnasium, parents/guardians are responsible for their children as teachers and staff are involved with meetings and/or preparation for the day thus 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 rooftop play area 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 SMS administrative office or to the extended day care room.
- 5.3 With regard to subparagraph 5.2, parents/guardians will be charged a child minding fee (refer to 7.6) for any student who spends time in the SMS administrative office or the extended day care room.
- 5.4 With regard to subparagraph 5.2, all students must be picked up by their parent/guardian no later than 5:15 p.m.

**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, SMS teachers and staff are not responsible for supervising the student.
- 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 SMS building or on SMS property.

7.0 Extended Day Care

- 7.1 Students may enter the playground entrance at 7:45 a.m.
- 7.2 Preschool/Kindergarten students should be accompanied by their parent/guardian or authorized adult and proceed directly to the Casa.
- 7.3 Students in grades 1 through 3 should be accompanied by their parent/guardian or an authorized adult and proceed to the Multi-Purpose Room with the supervisor.
- 7.4 SMS teachers and staff are not responsible for students until they are checked into an extended day program.
- 7.5 All afternoon extended day students should be picked up no later than 5:15 p.m.
- 7.6 With reference to subparagraph 7.5, after one verbal warning, a fee of \$25.00/half-hour will be charged to parents/guardians who do not arrive by 5:15 p.m.
- 7.7 SMS 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 departs SMS property under the supervision of a Supervisor, the student remains under authority of SMS.
- 8.2 Supervisors remain responsible for students engaging in SMS authorized extra-curricular activities outside of SMS property.

9.0 General supervision guidelines applicable throughout the school day

- 9.1 One or more Supervisors must supervise all student school activities whether or not these activities take place on SMS property or elsewhere.
- 9.2 All Supervisors should be aware of relevant safety and risk issues with regard to any particular activity and/or location of such activity.
- 9.3 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.
- 9.4 Supervisors must always show respect toward students and not engage in any form of verbal or physical abuse.
- 9.5 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 recommended.
- 9.6 In the event that a student engages in behaviour outlined in subparagraph 9.5, above, then the responsible Supervisor must report the incident to the Academic Head and/or Administrator of SMS.
- 9.7 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.
- 9.8 One or more Supervisors should be present when students are accessing the Internet.