



SUPERVISION POLICY			
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Policy Type:	507 - Student	Initially Approved:	2015
Last Revised:	2015	Review Scheduled:	January 2023

1. Overview

The purpose of the Meadow Montessori School (MMS) 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 MMS 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 the primary 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 6:00 pm.

Parents know through the parent handbook and teacher reminders:

Parents should note that students in the building or on school grounds outside of the times stipulated above will not be under the direct supervision of Meadow Montessori School staff unless registered in the Before or After School care programs.

In order to ensure the safety and supervision of our students, please arrange to have students:

- a) *arrive at school on time, and*
- b) *picked up from school within fifteen minutes of dismissal.*

3. Students in Grades 1 through 7:

Supervision at beginning of school day.

Registered elementary students can enter the school from 7:00 am till 8:20 am for Before school care (BSC) and are supervised by teachers 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. If they are not picked up by 3:15pm they are signed into the After School program (ASC).

After School Care

Students in Kindergarten to grade 3 are guided to their after-school care supervisors by their classroom teachers or delegates. Parents/guardians will sign their child out of after school care at pick up between 3:15-6:00 pm.

Students in grades 4-7 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 3:15-6:00 pm.

4. Supervision of activities taking place outside of MMS property

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

FROM STAFF HANDBOOK:

General supervision

In order to protect the health and safety of each child, an adult will supervise the children at all times. The teacher will:

- Be aware of the environment and potential safety hazards
- Know individual children's abilities and adjust supervision accordingly
- Be aware of all the children in the group even when attending to an individual child by scanning the room
- Anticipate and take action to ensure safety, while balancing the child's need to explore and take risks appropriate to their development.
- Explain the reasons for safety rules to the children
- Maintain the staff to child ratios
- Manage toileting and hand washing to provide appropriate supervision of all children

Playground Supervision

The teacher will ensure supervision of the children on the playground to provide a safe outdoor environment, which promotes creative and constructive play for children.

The teacher will:

- Maintain staff to child ratios
- Maintain regular inspection of equipment and ground
- Ensure that all playground equipment is appropriate for the age and

development of the children

- Scan and count children regularly
- Monitor and limit the number of children on climbing equipment
- Have a phone, first aid kit and emergency contact cards readily available

Offsite

Short walks to local parks, schools or around the neighbourhood are sometimes planned to enhance the children's experiences.

During outdoor excursions in the local community, The teacher/supervisor will ensure that:

- Children will walk in pairs and stay together as a group
- The first aid kit, emergency contact cards and cell phone will be available at all times