

MCDC Extended Care

In keeping with the Montessori philosophy: we have a specific system for pick-up when the children are in extended care. We will continue the extended care activities following the Montessori Method of learning and help children who have a long day with us to experience a peaceful end of the day.

Parent Guidelines:

- Enter the school through the side gate, if the children are outside proceed to the table with the red checkered cloth. You will find the sign-out sheet and go home folders there for your convenience. A teacher or a child will go quietly to the yard and summon your child. If the children are inside enter through the red door. To your immediate right are the go home folders. Please check your child's folder for notes, bills, newsletters, and most important your child's work. You may then have a seat at the table with the red checkered cloth and a teacher or child will go quietly to the classroom and summon your child. We ask that you not enter the classroom or yard as it can disturb children who are engrossed in their activities.
- Once a month on the **last Friday of the month**, you are welcome to join your child and get a tour of the playground. When speaking to a child or adult please use quiet voices so as not to disrupt children who are concentrating on their activities. In Montessori we promote a minimum of interruption of a child's concentrated work so the optimum learning can occur. Please, refrain from any physical activities like swinging children or any type of rough housing or picking up children. This may be a fun game at home but the school is liable as long as children are in our environment and this will avoid accidents.
- We encourage you to communicate with other parents as you come and go. Please, use the deck area to chat. We will continue to be responsible for your child while you do so. Children should stay in the classroom or on the grass until you are ready to leave. You can help your child understand this by role playing at home (child greeting you quietly, putting away activities, saying good bye to the teachers quietly and leaving).



- If your child comes to you ask, ~~Have~~ have you finished and put away your work?+Encourage him/her to do so.
- Once your child has finished and comes to you please sign him/her out on the sign-out sheet (we can be fined, by Child Care Licensing, \$200+ for each missing signature). The teachers also keep track of when you leave with your child. *Your child care "time out" is when you leave the building for your car. NOTE: if you going to be late in picking up your child for any reason, we appreciate a phone call informing us. The pick up deadline of 6:00 p.m. and late pick up fees will still apply regardless.*
- Children must be **supervised** at all times. Please never allow your child to wander unsupervised to other parts of the building or offices even to fetch something like a jacket or lunch bag. We know that children are capable of doing these tasks alone but the law requires that children be supervised at all times. (Thank you for understanding).
- Help reinforce school behavior guidelines and grace and courtesy. Make sure your child walks inside and on the deck and uses a quiet voice. Example is the best teacher
- Always precede your child out the gate and hold his/her hand in the parking lot and driveway. Please do not allow your child to run around in the parking or driveway or any part of the front yard for their safety.
- **Non students (such as siblings or friends)** must stay with parents or guardians and may not participate on the playground or in the classroom for liability reasons.

If you are picking up your child after an extra-curricular class you still must sign him/her out and let an extended care teacher know that you are leaving. We keep a careful eye on the children at all times.

THANK YOU FOR YOUR ATTENTION TO THESE GUIDELINESõ It is your responsibility to convey these procedures to whomever is authorized to pick up your child. Please sign below and return to the **office**. If you have any questions see Katie or Marijane.

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Child's Name _____

I have read and understand the MCDC 2014-15 Extended Care Pick Up Guidelines:

Father/Guardian Date

Mother/Guardian Date