

Montessori Child Development Center, Poway Extended Care

In keeping with the Montessori philosophy: we have a specific procedure 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 school day.

Parent Guidelines:

- Enter the school through the side gate; if the children are **outside**, proceed to the table along the deck there 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, statements, newsletters, and, most importantly, your child’s “work”. You may then wait in the Practical Life area and a teacher or child will go quietly to the classroom and summon your child. We ask that you and siblings not enter the classroom or yard as it can distract students 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 engaged in activities. In Montessori we promote a minimum of interruption of a child’s concentrated work, so 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 (before 4:30). We will continue to be responsible for your child while you socialize. Children are not allowed to play on the deck, so they should stay in the classroom or on the grass until you are ready to leave. And you then sign out. You can help your child understand this by role playing at home (child greeting you quietly, putting away activities, saying goodbye to the teachers quietly and leaving).



- If your child comes to you ask, "Have you finished your work?" Encourage him/her to do so. We ask children to do it themselves so please refrain from helping.
- 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 childcare "time out" is when you leave the building for your car. NOTE: if you are going to be late in picking up your child for any reason, **call** the school and inform us so that we can reassure your child. The pick-up deadline of **5:00 p.m.** and late pick up fees **will still apply.***
- 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 respecting our State Licensing requirements).
- 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. Only adults may unlatch the gate. We practice this with the children. 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, please do not disrupt the class in session. Wait on the deck for the class teacher to dismiss. You must still sign him/her out AND check out with the extended care staff (not just the teacher of the class). Discounted extended care fees apply while on school property.



Please see the activities form in the go-home folder- labeled, "Activities Form." The Activity Form **MUST** be turned into the office before you sign your child up for any after-school classes. We always keep a careful eye on the children.

THANK YOU FOR YOUR ATTENTION TO THESE GUIDELINES...Please remember, 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, contact the office.

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Child's Name _____

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

Father/Guardian Date

Mother/Guardian Date