



METRO EAST MONTESSORI SCHOOL

BEFORE AND AFTER CARE

Opens at 6:30 A.M. Closes at 6:00 P.M.

Metro East Montessori School offers a Before and After School Program to meet the needs of our busy parents/guardians. We provide this service for our students because we realize how increasingly difficult it has become to find quality before and after school care that facilitates parent's schedules. With your cooperation and our adherence to the Montessori guidelines, we will provide that quality care. Before and After Care is \$4.00 an hour per child, billed in 15 minute increments (in our favor).

GUIDELINES

Registration:

Our **Before Care** is available from 6:30am to 8:30am. Our **After Care** is available from 12:00pm to 6:00pm SHARP. Please fill out the registration form at least one day prior to using the Before and After Care Program. This better enables the staff to accurately plan for personnel, food, and activities for the day. If you use the Before and After Care Program on a regular basis please indicate so on the registration; you will only be required to fill out the form once in this situation. Registration Forms can be found in the Before and After Care room.

Before Care arrival:

Every morning at 6:30 A.M., each child will be met by our Before Care staff member. The room will be open for the child's pleasure and comfort and a loving and homey environment is provided. We require that an adult accompany the child to our Before and After Care room, greet the staff member, and sign the child in. The same procedure is required when picking up the child. Sign-out and notify the After Care staff member that you are picking up your child.

Breakfast snack ideas:

Children's nutritional needs vary considerably so it is perfectly acceptable for parents/guardians to include supplementary breakfast snacks in the child's lunch box or separate sack. Some snack suggestions are cereal, milk, fruit, toast, hard boiled eggs, bacon strips or granola snacks.

AFTER CARE for PRIMARY STUDENTS (12:00 PM)
(Children Ages 2 ½ to 5 Years)

At noon each day, each child (not in elementary, extended day, or kindergarten) staying after 12:00 PM will enjoy lunch and outside time with his/her teacher and fellow students, then join the After Care staff in the After Care room for a quiet, supervised rest period.

Lunch:

Students are required to bring a lunch box with a simple lunch including water, milk or 100% fruit juice. Cloth napkins and eating utensils are provided for the children's use. At lunch time, emphasis is placed on proper nutrition, the effects of food on the human body, the cultural and historical aspects of different foods, eating rituals, grace and courtesy. Parent cooperation is needed to make the Nutrition Program a meaningful and enriching experience. We ask that no candy, cookies, junk food, etc. be sent in the lunch boxes. Read labels carefully! Please note that there will be no refrigerator to store lunches. A microwave is available in the classrooms and in the Before and After Care room to warm your child's lunch if necessary. We also encourage you to send fruit that is cut in bite-size pieces if your child does not eat fruit whole.

Occasionally, an emergency occurs in which a child must come to Before and After Care unscheduled or a child may have forgotten his/her lunch. In this case, a lunch will be provided for your child at a cost of \$5.00.

Any child who has not been picked up at noon will be sent to After Care in accordance with school policy. Any child remaining in After Care until 12:20 p.m. will be given a lunch at a cost of \$5.00.

Please note these lunches are only to be used in case of an emergency; as a regular rule, our After Care program does not provide routine lunches.

Outdoor Time:

Weather permitting; the children will go outside after they finish eating their lunch.

Rest Period:

A supervised rest period is a daily routine for the younger children who attend After Care at 12:00. Padded mats and cots are provided for each child's comfort. In addition, we request that parents/guardians send a small blanket and small square throw pillow with your child for added comfort. The blanket and pillow will be marked with your child's name.

AFTER CARE

After school dismissal:

School dismissal is at 3:30 P.M. Any child who is not picked up from class by 3:30 will be directed to After Care. Each child will be met by a staff member. The room will be open for the child's pleasure and comfort and a loving and homey environment will be provided.

Afternoon snack:

An afternoon snack will be supplied for all students participating in our After School Program.

ACTIVITIES

It is important to understand that, as Montessorians, we are attempting to aid life. The child in our Before and After School Program is experiencing life under somewhat different social conditions than the child who goes home after school. We want to create a family and home-life setting rather than an institutional one. A neighborhood/home experience is an essential one to develop--always utilizing the Montessori principles and guidelines. Activities available to a child in the Before and After Care room includes family and role play, dressing up, arts and crafts, block building, playing with toys and puzzles.

In order to accomplish these activities, we provide a homey environment in a room that is decorated with brightly colored shelves and has an area for reading and table activities.

We use the playground often – weather permitting. During inclement weather other rooms in the school are utilized.

We ask that no child bring his/her own toys to the Before and After Care Room.

SIGNING-IN AND SIGNING-OUT PROCEDURES

Before Care:

The adult bringing a child to Before Care is required to sign in using their first and last name and the child's full name and the exact time in the Registration Book as they enter. Please do not just sign "Mom" or "Dad" or just your child's first name.

After Care:

The adult picking up a child from After Care is required to sign out using their first and last name and the child's full name and the exact time in the Registration Book as they exit. Please do not just sign "Mom" or "Dad" or just your child's first name.

Children who are joining After Care at 12:00 will be signed in by the teacher or After Care staff member at 12:00.

Our Signing-In and Signing-Out Procedure is required of our school to provide you with the constant knowledge of what adult has your child. No child will be allowed to leave with anyone other than those listed on the Transportation Form provided by each parent/guardian. We are legally bound to make this procedure part of our school policy. This also provides proof of exactly when your child used our services. We refer to this Registration Book for billing purposes also. (Please see the Financial Guidelines form that follows.)

PARENT CONFERENCE DAYS

Any parent/guardian who plans to put their child in Before and After Care during their Parent Conference appointment must pre-register their child. A note and form will be available to you well in advance. School closes at noon on Parent Conference days. **After Care closes at 6:00 P.M., even on Parent Conference days.** There is no charge during the 30 minutes that you are in conference with your child's Directress. Please note your conference time on the sign in/out sheet. You will be charged the regular rate for any additional time. Due to the large number of students in Before and After Care on Parent Conference days, advance planning of additional staff, food, and activity is necessary. Please do not pack microwavable foods on parent conference days due to the large number of children attending Before and After Care.

SCHOOL HOLIDAY PROCEDURES

Before and After Care will be open on school holidays as listed on the Before & After School Holiday Calendar. Each child must be pre-registered. Holiday care is provided during our regular hours of 6:30 A.M. to 6:00 P.M. However, the staff is scheduled according to pre-registered hours. For example, if the first child is scheduled to arrive at 8:00 A.M. and the last child is scheduled to leave at 5:30 P.M., staff will only be scheduled for those hours. If no children are registered for a particular day, before and after care will be closed.

INCLEMENT WEATHER

In case of inclement weather, you will receive a call at home to cancel our Before and After School Program. In addition, you will receive a call at home or work for early pick up in case of inclement weather.