



**Snake River Montessori School**  
nurturing potential

Preschool Kindergarten Elementary  
2970 E. 1<sup>st</sup> Street Ammon, ID 83406 (208) 524-4730

POL -05 Rev. 04

## **Child Supervision Policy**

### **Purpose**

The purpose of this policy is to ensure the safety of all students with regard to visitors in the school, releasing students from school and verification of custodial status.

### **Responsibility**

Administrative Staff, teachers, parents and guardians

### **Description**

Establish a safe environment for all students at the school by providing supervision of visitors to the school, by requiring proper authorization to release students from school and to recognize the custodial status of parents to individual students.

### **Approval**

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*Michael Canavan*  
*President of the SRMS Board*

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*Barbara Turner*  
*Secretary of the SRMS Board*

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Review Date: May 2024



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## **Child Supervision Procedure**

### **Definitions**

Authorized Individual - An alternate adult who has been authorized by the parent/guardian of a child to pick up a child at the school.

Parent/guardian - Anyone whom is the legal custodian of a child at the school.

Visitors - Anyone who is not an employee of the school.

### **Visitors to the School**

- The School will remain locked at all times, unless relaxed by the Head of School for short periods such as student drop off.
- Access to the School can be granted to members of the school community by the office via fobs.
- Parents/guardians and all other visitors to the School must check in with the office, by signing into the visitor log book, prior to going to a classroom.
- Should the office not be open, the visitor will seek out an employee of the school to notify them of their presences in the building, as well as signing into the visitor log book.
- If the visitor to the school is performing an observation they must follow the "Observation Guidelines".
- A "visitor" or "parent volunteer" badge is hung above the sign-in book. The school requires the participant to wear this badge during their visit.

### **Custodial Status**

- Each student's primary custodian must be identified at the time of registration



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- If the custody of a student is subject to any court order (i.e. decree of divorce, appointment of guardian) or parenting power of attorney, copies of all necessary supporting documents must be submitted to the school at the time of registration.
- If changes in custodial responsibility occur, documentary proof of custody must be supplied to the school administrator within five (5) school days.

### **Releasing Students from School**

- The Head of School may make emergency dismissals at any time should it be warranted by a serious condition.
- Children are not permitted to be released from the School without being in the care of a parent/guardian or authorized individual.
- When it is necessary for a student to leave school prior to dismissal, the parents/guardian(s) shall notify the student's teacher or the Head of School or the school office that the early pick-up is being made.
- When a student is leaving school prior to dismissal, the parent/guardian(s) shall check the student out in the office and then go to the classroom to retrieve the student.
- Parents/guardians are responsible for providing documentation of all authorized individuals permitted to pick up their children in place of the custodial parent/guardian.
- The school will maintain a list of these selected individuals on file in the school office.
- Parent/guardian must notify the school office when their child is being picked up by an authorized individual.
- Picture identification must be presented and verified by a school employee prior to the school releasing the student to an authorized individual (once the parent/guardian has been identified to the school) prior to the school releasing the student. Once an employee is familiar with and has verified identification repeat checks/verification of the same individual is unnecessary.

### **Related Policies:**

- Attendance Policy