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Extended Day Morning Hours	7:30 a.m.-8:30 a.m.
Supervision Before School (no charge)	8:30 a.m.-8:45 a.m.
Start of School Day	8:45 a.m.
Kindergarten Recess	10:45 a.m.-11:15 a.m.
Kindergarten Dismissal/Start of Kinder Extended Day	12:05 p.m.
Lunch (in Multi-Purpose Room)	12:35 p.m.-12:55 p.m.
Lunch Recess	12:55 p.m.-1:35 p.m.
Dismissal (every day)	2:40 p.m.

Extended Day Information: We are asking all parents who wish to use Extended Day to fill an application and submit a \$25/child materials fee. **The** application is for us to plan the appropriate number of staff for supervision. Students who show up for Extended Day without an application on file in the office will be asked to go to the office so that staff can call and relay the information that an application must be filled. Extended Day will be at 1010 Cleveland in the morning until 8:30 a.m. *A parent is required to check students in for safety. Please park and walk your child/children into morning care.* At 8:30 a.m. supervision will move to the old playground near Room 10. Kindergarten (and Transitional Kindergarten) students will have Extended Day in Room 2, the Kindergarten classroom. Extended Day after school will be at 1010 Cleveland Ave.

Parking Information: For drop off and pick up, please use the CARD parking lot, the lot at the end of Cleveland St., and use the side gate which opens next to the bike parking area. If the lot is not open, please use the Chapman parking lot nearest to Cleveland St.

Pick Up Procedures: Kids in kindergarten through third grade can be picked up at the classroom door. Kids in fourth grade and up will be dismissed from their classrooms to find their parents in the pick-up area near the gates in front of the office. If they are staying for Extended Day, they will walk with the Extended Day staff to 1010 Cleveland Ave.

All School Meeting: As a parent at Sherwood, you are automatically a member of the Sherwood Montessori Parents Organization (SMPO). The purpose of this organization is to recruit and support volunteers for our school's many needs, and to interface between the community and the Board of Directors. The SMPO usually meets on the evening of the second Tuesday each month, for about an hour. **Dates and times of the meetings are posted on the school's website home page on the Google calendar**

Bike Security: To prevent theft, please be sure to lock bikes up in the fenced area in front of the office. We will be locking/unlocking the area at the start/end of the day. We will keep a key for the lock in the office near the door in case someone needs to get a bike out.

Safety: We currently have a beautiful wrought iron fence that has been installed around our campus **and Chapman's, although at this time the gates have not been installed. We will keep you all informed** of any changes in our procedures once gates are installed, as the intention is to have them locked during school hours. In the meantime, we will continue observing activity in the park and reporting any issues that arise. We have been told that Chapman School generally does not have problems with people or dogs wandering the campus. We have also been in communication with CARD employees who have offered to help maintain a child-friendly atmosphere at the park. We are doing multiple safety checks throughout the day, patrolling the perimeter of the school. **Please report any suspicious activity to the office as soon as you observe it.** It is our intention to make it well known that any unsafe activity happening near our school will be promptly reported to authorities.