

**MARIA MONTESSORI ACADEMY**  
**POLICY: EXTRA-CURRICULAR ACTIVITIES AND BUILDING USE POLICY**  
**APPROVED: June 14, 2010**



## **PURPOSE**

The purpose of this policy is to establish guidelines for approving extra-curricular activities as well as the use of the school building for such activities.

## **POLICY**

Only extra-curricular activities, including school clubs, approved by the Board of Directors (the "Board") of Maria Montessori Academy (the "School") shall be considered "School-Sponsored Activities". Only School-Sponsored Activities shall be allowed to use the School's building.

An individual or group that would like to establish a School-Sponsored Activity must first present a proposal for the activity to the School's Director (the "Director"). Such proposal should include sufficient information about the activity and the individuals who would instruct and/or supervise such activity to enable the Director to make a preliminary determination about whether the School should sponsor the activity. If the Director determines that it would be in the School's best interest to sponsor the proposed activity, the Director may recommend that the Board approve the activity as a School-Sponsored Activity.

If the Board approves a School-Sponsored Activity that requires use of the School's building, the Board, in consultation with the Director, will establish the schedule for the use of the building for that activity. The Director will be responsible for the locking and/or unlocking the building, unless other arrangements have been made.

School-Sponsored Activities must comply with the following requirements:

### **Requirements for *Physical Activities***

The instructor must:

- Have Board's approval for the activity before the activity is formally announced.
- Have a permission slip and damage waiver signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Be CPR certified and have First Aid training.
- Provide an accident or incident report that would indicate cause or responsibility for damage to persons or property.
- Provide all necessary equipment.
- Structure all activities to ensure that general safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's e-mail listserve with prior approval by the Director.

Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background checks at the instructor/assistant's expense.

**Requirements for *Non- Physical Activities***

The instructor will:

- Have Board's approval for the activity before the activity is formally announced.
- Have a permission slip signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Provide an accident or incident report that would indicate cause or responsibility for damage to persons or property.
- Provide all necessary equipment.
- Structure all activities to ensure that general safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's e-mail listserve with prior approval by the Director.

Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background checks at the instructor/assistant's expense.

The School will not charge a rental fee for the use of the School's building for School-Sponsored Activities, but the School may, consistent with the School's Fee Waiver Policy, charge a fee to cover the cost of using the School's supplies and materials.

All instructors of School-Sponsored Activities must sign the attached Instructor Acknowledgement prior to commencing the activity.

The School reserves the right to modify or cancel any activity.

Signature:

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Shanna Francis, Board President

Date

**Instructor Acknowledgement**

I have read and understand the Extra-Curricular Activities and Building Use Policy of Maria Montessori Academy. Further, I agree to comply with all the requirements of the instructor in relation to this policy. I also understand that Maria Montessori Academy reserves the right to modify or cancel any activity.

Signed,

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date