

## Rules for the Drop Off/Pick Up Process

We will supply you with 2 car signs per family, siblings will share a sign. If these signs are lost, stolen or damaged, we will not replace them. If you need an extra one or need to replace one, a new sign will be available for \$4 each.

Please attach the sign to your rearview mirror. These signs need to be visible during drop off and pick up car lines. This is how the teachers can tell who is next in line. Make sure it is visible for them to see. If you have tinted windows or have it too high on the windshield in the tinted part of the windshield, the teachers cannot see what the sign says.

**Parents are prohibited to park in the front row of the parking lot at school. If a parent pulls up in the front row parking they will be asked to move immediately. This is for the safety of our children. We are VERY strict about this rule.**

- Make sure your child is unbuckled and has all of their things in their hands and ready to go. The teacher should be able to open the door and your child should be ready to get right out of the car.
- Get your hugs and/or goodbyes before your turn in line, this will make the process go much faster. Many parents in line need to get to work, slowing up the line to get a last kiss or hug will make the process longer. Please do this as you are waiting for your turn.
- There is no need to exit your car. We ask that the children are to be in the **driver's side back seat**, this way when the teacher opens the car door they are right there and ready to go. The teachers are NOT permitted to walk around the car to the other side to get a child. All children MUST enter and exit on the driver's side of the car. This is for the safety of your child as well as our teachers. This also applies to pick up as well.
- The teacher will put your child into their car seat, but will not buckle them in. At that time, you are to pull up enough so that the car behind you can get their child. When you pull up that is when you strap your child into their car seat. There is also space behind the building that you can pull over to buckle your child.
- When you pull up to the front of the line. Place your car in park. The teachers will not open the door of your car until the car has been placed in PARK. This is for your child's and our teachers' safety.
- If you must bring the family pet with you for pick up or drop off, please make sure you have your pet on a leash and hold close to you. Even though your pet may be friendly, some pets see it as someone coming into their private space and getting your child that they are very protective over. You have no idea of how many times our teachers have come close to being bit by a friendly pet. **PETS ARE NOT ALLOWED OUTSIDE OF THE CARS.** Some of our children are allergic and we must keep them safe.
- Do not walk your children to the doors of the classrooms. Our drop off policy is quick and works very well. We will follow the car line policy.
- At pick up when the children are in the park (This does NOT include the toddlers as toddlers will not be in the park for pick up.) you must pull over to the right side of the drive and park a little onto the grass. Get out of your car and walk over to the park to get your child. The teachers are not allowed to bring the children to the cars when they are in the park or play area. We MUST leave the left lane open for the toddler parents to be able to pull up to get their children as their children are not in the park. If you have a toddler and a preschooler, get the preschooler first, then drive into the line, as you normally would, and the toddler teacher will bring your child out as normal. **DO NOT GET THE TODDLER FIRST.**

- Please do not pull into the line before 11:20 for morning dismissal or 2:50 for afternoon dismissal. If anyone pulls into the line before 11:20 or 2:50 they will be asked to get out of the lane. Do not follow any cars into the lane if it is not 11:20 or 2:50, as you will be asked to pull around and get back in line. We MUST keep that lane open as the Montessori Academy does not own that lane and we have an agreement to keep the lane open except for our small pick up window. 11:20-11:35 & 2:50-3:05. All Parents MUST comply with this rule.
- Pick up and drop off is a very busy and chaotic time for the staff. Parents are not to come to the classroom doors as this is unfair to the parents that are waiting in the line. Plus, it disrupts the classroom at a time when the teachers are working together to keep everyone safe. Please be respectful of your teachers and not enter the classroom during pick up or drop off.
- **During Pick up/Drop Off, please do not use this time to talk with the teachers about your child. The teachers are very busy at this time and cannot give you the desired time and attention that you deserve. If you need to talk with your teacher, please contact the office and we will make sure we set up a private time for you to talk about your child with their teacher.**
- Have your driver's license ready. The teachers will ask for them for the first couple of weeks or so. Please tell anyone that will be picking up your child that they will need their driver's license in order to pick up your child. Please be patient with our teachers as you may get asked many times before they are familiar with you. This is nothing personal and is only for the safety of your child.

If everyone follows these directions your time in the line will go MUCH faster. We need everyone to cooperate with this process. Please pass this on to anyone else that may pick your child up from school.

We thank you for your cooperation.