

**DROP-OFF AND PICK-UP PROCEDURES**

**2021-2022**

**Below you will find information regarding our procedures for dropping off and picking up your children. Please become familiar with these procedures.**

**EARLY CHILDHOOD CAMPUS**

**Infants/Toddlers**

The parking spaces in the front parking lot on the ECC campus have been reserved for Infant/ Toddler parking from 8:00 a.m. until 8:45 a.m. Please park in one of the spaces provided. Be sure your infant or toddler sign is displayed in your back window. Please walk your child to the Infant/toddler gate, and a staff member will walk your child to the classroom.

For pick up, please pull into a parking spot and call the ECC office at 602-955-2210, option 3, and let the staff know you have arrived to pick up your child. A staff member will walk your child to the gate where you will meet them.

**Primary/Kindergarten**

Between **8:10 a.m. and 8:30 a.m.**, assistant teachers will be in the driveway on the Early Childhood Campus to open your car door and escort your child to his/her classroom. Pull up along the fence as far forward as possible, and the assistant will come to your car. Please leave the left lane unobstructed for through traffic and never park in the right line during drop-off times. Once your child has been escorted out of the car, continue to the exit, and make a left turn (only) onto Meadowbrook.

**All Day Contract (7:00 a.m. – 6:00 p.m.)**students may arrive anytime between 7:00 a.m. and 8:30 a.m. Please pull into carline and a staff member will unload your child and escort them to their classroom. When picking your child up any time after regular carline times, please pull into carline and call the ECC office at 602-955-2210, option 3. A staff member will bring your child out to the gate to meet you. If there is no answer, please continue to call. You can also ring the doorbell on the gate for assistance.

**Extended Day Contract (8:30 a.m. – 2:30 p.m.)**students follow a similar routine for pick-up at dismissal time from 2:30 p.m. – 2:45 p.m. Pull up along the fence as far forward as possible, and your child will be escorted to your car. When exiting the parking lot, please take a left turn (only) onto Meadowbrook Ave.

**Half-Day Contract** **(8:30 a.m. – 11:30 a.m.)**students are to be picked up at 11:30 a.m. Please pull into the carline lane, and your child will be escorted to your car. Unfortunately, due to regulations concerning staffing ratios, we **cannot** have half-day students stay for lunch and recess, so they will need to be picked up by 11:30 a.m.

**Academic Day Kindergarten (12:15 p.m. – 2:30 p.m.)**students pull up in carline, and staff will unload. They will participate in the pick-up procedure described above for extended day contract students.

**A few notes**:

* Before departing for school, please place your child’s belongings within their reach in the car so that your child may quickly gather them upon exiting the car.
* Enter the parking lot and stay in the far right lane.
* You will receive a new carline sign the day your child starts school. Please display your carline sign on your dashboard in a manner that can be easily read by staff.

**Elementary I and II**

Class hours are the same for Elementary I and II (8:30 a.m. – 3:00 p.m.). We have a morning carline to help unload students and move cars quickly and safely through the parking lot from **7:45 a.m. - 8:15 a.m**. and an afternoon pick-up carline from 3:00 – 3:30 p.m. Parents are to pull into the Elementary Campus on 28th Street and follow the parking lot design. The student drop-off lane is marked as such. Staff will be there to guide you. Once your child has been dropped off or picked up, follow the drive and use the turn-around to exit back onto 28th Street.

**Elementary students who walk or bike to school** need to enter the campus from the carline gates. These students will be gathered by the classroom teacher at the end of the day, and a staff member will escort them to the designated gate on Meadowbrook Ave., where they will exit campus. A permission form must be completed by the parent in order for this to be allowed. You can access the permission form on our website under the [FORMS](https://www.villamontessori.com/apps/form/form.VILMONT.sbqPwyU.2hj) page – a new form must be filled out each school year. Please submit the form at least one week prior to your student needing this permission. **No student will be allowed to leave campus in this fashion without a signed copy of the form on file in the office. This procedure is only for families that live within walking/biking distance of the school.**

**Elementary students are never to walk to the middle school for pick-up.**This poses a serious safety and supervision issue.

Students who are not walking or biking HOME are to be **picked up via carline.**Carline continues until 3:30. If your child has not been picked up by 3:30, they will be taken to the office, and a late fee of $1.00/minute will be charged.

**Important Things to Note**:

* If your child is ready to be loaded into the car at pick-up and discovers he/she has forgotten something in the classroom, you will need to park, and your child will need to enter the campus and retrieve their forgotten item(s).
* **Please use the “every other car”** routine to help those turning left **into** the parking lot.
* NO LEFT TURNS when exiting the parking lot onto 28th St. during drop-off/pick-up times.
* NO U-TURNS are permitted in the parking lot during drop-off/pick-up times.
* When needing to park in one of the parking spaces facing north, use the turn-around rather than crossing the westbound lane of the parking lot.  **Students have almost been hit by cars attempting to turn left into these parking spaces.**
* The staff parking area **MAY NOT BE USED FOR EXITING**. Please use the turn-around.
* For the safety of everyone, please DO NOT USE YOUR CELL PHONE while dropping off or picking up.
* Please be sure to display the name card(s) you will be provided on your dashboard.

**All Day Contract** students that arrive before 7:45 a.m. will go to the Davis building for morning Circle and will be signed in by a staff member or by themselves (providing you have given permission for them to do so). After-school Circle for Elementary I students will be held in the Davis building.

Afterschool Circle for Elementary II students will be held in Rooms 207 and 204.

When you arrive to pick up your child, please call the Circle Room (602-354-3649) and your child will meet you at carline.

**Middle School**

**Drop-off and Pick-up Procedures:**

* Students may be dropped off no earlier than 7:45 a.m.
* If your child arrives after 8:15 a.m., please park and walk your child into the middle school administration office to sign them in for the day. The gates will be locked once school begins at 8:15 a.m.
* The school day ends at 3:15 p.m. Students are invited and encouraged to attend tutorials from 3:20 to 4:00 p.m., Monday through Thursday. There are no tutorials on Fridays. For any students not picked up by 4:15 p.m. (3:30 p.m. on Fridays), there will be a late fee of $1.00/min.
* If your child stays for tutorials or you need to pick them up before school is out at 3:15 p.m., please park in one of our designated parking spots and come into the middle school administration office to pick up your child.
* For Carline you will enter using the western most driveway (enter only). Proceed in a U to the drop-off point close the church sanctuary. The eastern most driveway is EXIT only.
* For safety and traffic flow reasons, students are not permitted to walk across the carline traffic to get into a parked car.
* **A diagram and more detailed carline information will be sent home to Middle School parents soon.**

**Walking/Riding Bikes/Skateboarding, etc. to school:**

* If your child will be walking, riding a bike, or skateboarding to and from school, please fill out the [attached form](https://www.villamontessori.com/apps/form/form.VILMONT.sbqPwyU.2hj) and return it to the middle school administration office.
* If your child rides a bike to school, they must bring a bike lock to secure the bike, and helmets are **STRONGLY ENCOURAGED** for safety purposes.
* Please instruct your child to enter the campus through the main gate.