

MORNING DROP-OFF PROCEDURES

Morning Care is offered Monday through Friday from 7:15-7:45 AM. The use of Morning Care requires parent/guardian drop-off and signature. The cost is \$6.00 per morning usage per child.

Regular morning drop-off begins in front of the school near the main entrance at 7:45 AM and runs until 8:00 AM. Students are to enter the school via the main entrance, enter the gymnasium, drop off their backpacks, exit the gymnasium via the far door nearest the church, and proceed into the church at the side door.

For morning drop-off, drivers are to use the north Alberta Street gate and exit via the south Alberta Street gate. **This is a right-turn only lane in the mornings to facilitate the flow of traffic.**

Students arriving after 8:00 AM must be escorted to the main office by a parent/guardian for check-in.

AFTERNOON PICK-UP PROCEDURES

NOTE: In order to avoid congestion on Alberta Street during late afternoon traffic, the north Alberta Street gate is no longer available for K-8 afternoon pick-up. This gate is for Montessori pick-up only.

At 2:35 PM, the A Street gate (on the west end of campus) will open. Vehicles will pull forward through the alley, loop through the blacktop near the playground, and wrap around the church. Vehicles will stop at the orange cones near the main entrance to the school.

Five to ten vehicles will be loaded at a time. To do so, Mr. Jensen or his designee will call for students by LAST NAME over the walkie-talkie. Students will exit the gymnasium and load into their respective vehicles. Loading should take place on the passenger side. Once a car is loaded, the driver is free to exit the campus via the south Alberta Street gate. **Between 2:55-3:20 PM, this is a right-turn only lane.**

Parents of Montessori students should enter the north Alberta Street gate. This gate will NOT be open, so the driver will need to call for the gate to be opened by front office personnel. The driver will park in the main body of the parking lot, enter the school via the main entrance, and retrieve his or her Montessori student in the gymnasium. **This pick-up requires a parent or guardian signature; initials are not sufficient.**

In the event that a vehicle is part of a carpool, the driver will need to be on a list of pre-approved drivers. If the driver is not pre-approved, he or she will be directed to pull forward to the parking spots near the fenceline. The driver will need to make contact with the parent/guardian of the intended passenger(s); the parent/guardian will then need to call the school office to confirm authorization. Until this authorization is attained, the intended passenger(s) will remain in the gymnasium under teacher supervision.

At 3:16 PM, late pick-up charges will begin to accrue. Your punctuality is appreciated.