

PRIMARY & ELEMENTARY SCHOOL DAY AM CAR LINE DROP-OFF PROCEDURES

AM Car Line is used for drop-off at the start of the school day.

Car Line runs from 8:15am to 8:30am.

Class begins promptly at 8:30am.

1 What is Car Line?

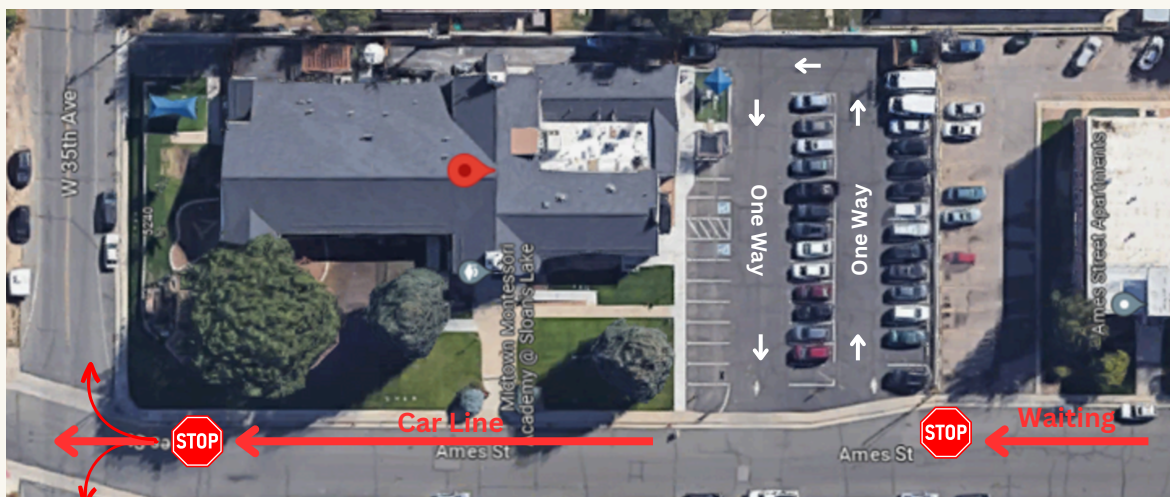
1. Car Line is an effective, safe, and streamlined way to drop your Primary/Elementary child off at school without needing to park/enter MMA.
2. Car Line streamlines the drop process for all parents.
3. Car Line is **mandatory** for children in Primary and Elementary communities, as it supports the Montessori philosophy of independence.

2 Who participates in Car Line?

Car Line is specifically designed to support a brief and consistent transition into school for Primary and Elementary students. Not only does this align with the Montessori pedagogy, it also relieves congestion in the parking lot for Toddler Families. Instructions for Toddler parents can be found on Page 3 of this document.

3 How does Car Line work?

Car Line runs Northbound on Ames, in front of MMA. Car Line route has been shown in the image below with the RED arrows. A step-by-step guide and answers to common questions have been provided in the next page of this handbook.



- 1) Pull forward as far as possible in car line. 2) Assist your child out of the vehicle.
- 3) Scan Child In with MMA Car Line Faculty. 4) Say a quick "See ya later!" 5) Wait to be waived forward!

CAR LINE INSTRUCTIONS

School Day Drop-Off



General Rules and Guidelines

- Primary and Elementary children arriving for the start of the school day *must* use Car Line, if arriving between 8:15am and 8:30am.
- Car Line begins promptly at 8:15 am. It's important to note that an early drop-off fee of \$2/minute is automatically applied to a family's ledger if a child is scanned in before 8:15am.
- Car Line is not a time to relay important information to the school or classroom. Please send your Guide an email with any urgent information.
- Car Line is for loading and unloading ONLY.
 - Do not leave your vehicle unattended.
 - Drop-Off must be brief.
 - Any child struggling with the transition will be assisted by a school faculty member.
- DO NOT exit Car Line (even if your child has exited and entered the school) unless waived forward by an MMA faculty member.
- DO NOT back up for any reason.
- Classroom meeting points:
 - Primary Juniper and Maple & Elementary Willow and Palma: Children enter the building and walk to their classroom.
 - Primary Olmo and Pino: Children will will meet in on the West Playground.
 - Elementary Sage students will arrive and assist with Car Line as Safety Patrol Leaders.



General Car Line Flow

- Traffic flow should move northbound on Ames. We recommend pulling onto Ames from 32nd or 33rd, as U-Turns are not allowed on Ames at any time.
- Once you arrive in front of the school, pull forward into Car Line, inside the cones or designated striping.
- Move forward in your lane as far as possible to make room for incoming parents. Car Line extends all the way to the stop sign at 35th and Ames.
- NOTE: If Car Line is full, please stop (where indicated on the map on the previous page) and wait on the south side of the school parking lot. We do not want to block parents and staff accessing the parking lot.
- Once in Car Line, put your vehicle in park and assist your child from the vehicle.
- Then proceed to take out your phone. An MMA faculty member will be by to scan your child in.
- Once scanned, your child will be invited to walk into school. Please be prepared say a brief, positive goodbye/well wishes for the day and re-enter your vehicle.
- Wait to be dismissed from Car Line by an MMA faculty member.



INFANT/TODDLER INSTRUCTIONS

School Day Drop-Off

General Rules and Guidelines

****NOTE ****

Only families with Infant/Toddler children may park in the school parking lot to drop-off during Car Line. Older (Primary/Elementary) siblings may walk with their family to first drop off their younger sibling to the South Playground, before walking to the Outdoor Classroom gate where they will be checked in by the Gate Keeper. From here they may independently walk to their classroom environment or be escorted to their classroom by a Student Safety Patrol Leader.

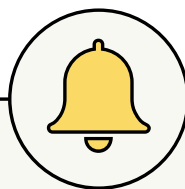
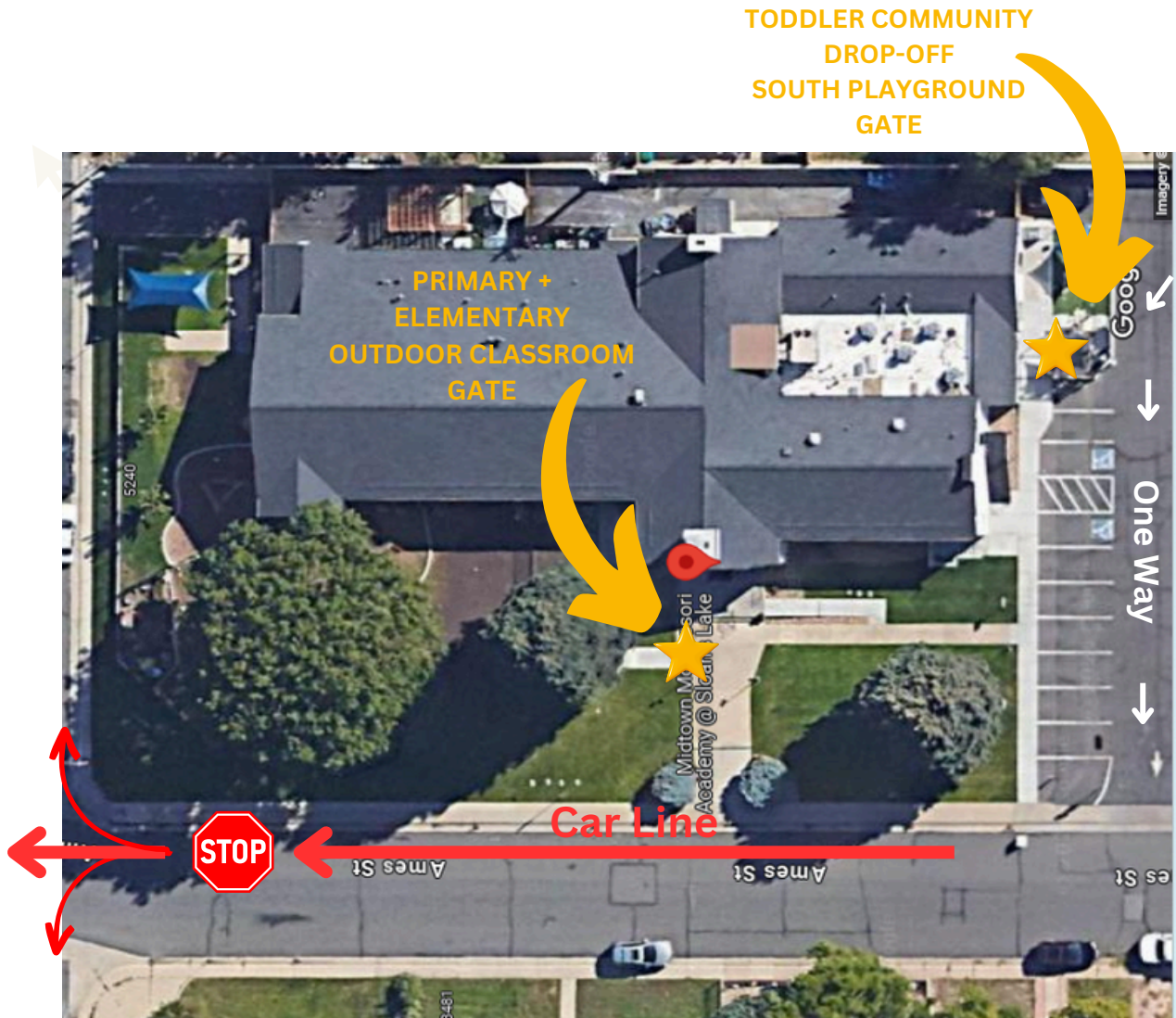
- Toddler, Primary, and Elementary children are enrolled for a "school day," with the option to add Before School Childcare or After School Childcare.
 - If your child is enrolled in Before School Childcare, please reference the "Before School Childcare Drop-Off Instructions," found in the Parent Resource page on the MMA website.
- School Day drop-off begins promptly at 8:15am. It's important to note that an early drop-off fee of \$2/minute is automatically applied to a family's ledger if a school-day child (not enrolled in Before School Childcare) is scanned in before 8:15am.



General Drop-Off Procedures

- Enter the school parking lot slowly, look for other families and children, find a parking spot, and park your vehicle. Please note that the parking lot follows a one-way traffic flow, detailed in the flow-chart shown on the first page of this packet.
- Assist your child(ren) from your vehicle safely, ensure you have your mobile device, and proceed to enter the school building.
- Escort your child to their predetermined classroom meeting spot. This may be a playground, a classroom, or a multi-purpose room.
- We kindly ask that parents/guardians DO NOT enter the space, rather we ask that all arriving students wait at the door to be greeted by a classroom faculty member.
- While waiting, take out your phone and be prepared to present it to an MMA faculty member, who will be by to scan your child in.
- Once scanned, your child will be invited to walk into the classroom. Please be prepared say a brief, positive goodbye/well wishes for the day and leave the area briskly. Lingering drop-offs can heighten a child's emotions.
- See you at pick-up!

DROP-OFF AREAS & GATE LOCATIONS



REMINDER:
PARENTS SHOULD NOT PASS THE
GATED DROP-OFF POINT DURING
CAR LINE HOURS.