

# PRIMARY & ELEMENTARY SCHOOL DAY PICK-UP

**Car Line is used for pick-up at the end of the school day.**

**Car Line runs from 3:30pm to 3:45pm.**

**Late Pick-Up begins at 3:46pm, fees apply.**

## 1 What is Car Line?

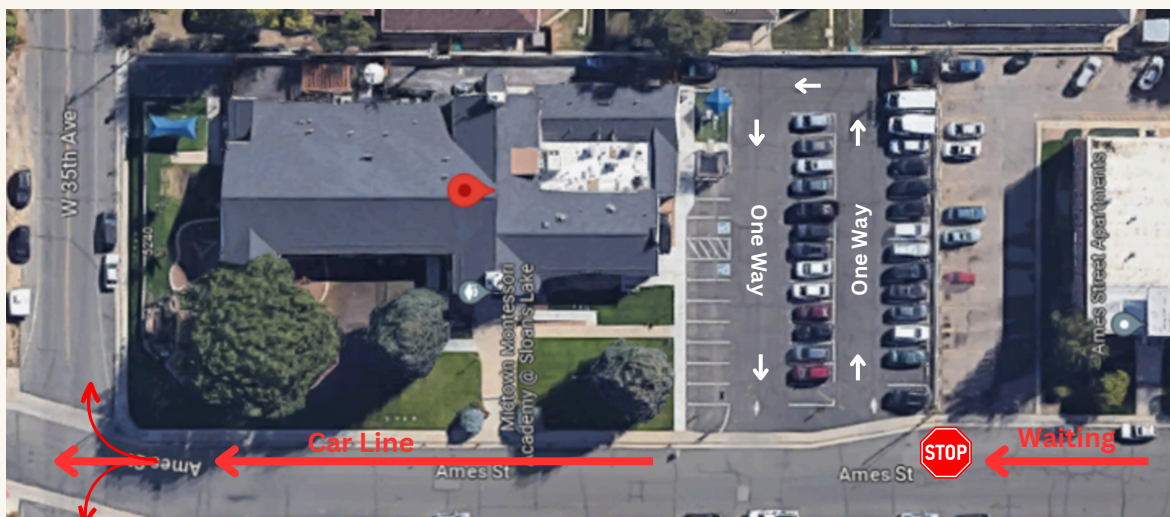
1. Car Line is an effective, safe, and streamlined way to pick up children without parking and entering the school building.
2. Car Line streamlines the pick up process for all parents.
3. When all parents follow Car Line procedures, it is the safest way to pick up your child from school. Please help us keep pick up safe by following the guidelines outlined in this handbook.

## 2 Who participates in Car Line?

Car Line is specifically designed to support a brief and consistent transition home from 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 and place car in park. 2) Place child name in window. 3) Scan Child Out.
- 4) Help Child Load. 5) Wait to be waived forward!

# CAR LINE INSTRUCTIONS

## After School Pick-Up



### General Rules and Guidelines

- Primary and Elementary children leaving school between 3:30pm and 3:45pm will be picked up in Car Line. Do not park in the school parking lot to pick up your child.
- If you are in a hurry, we recommend picking up between 3:00pm-3:10pm from inside the building or arriving at 3:20pm to ensure you are at the front of the Car Line.
- Car Line is not a time to catch up with your child's Guide about their day. Please send your Guide an email, if you'd like to schedule a meeting during Office Hours.
- Car Line is for loading and unloading **ONLY**. Do not leave your vehicle unattended.
- **DO NOT** exit Car Line unless waived forward by an MMA faculty member.
- **DO NOT** back up for any reason.
- Reasons to park in the parking lot for pick-up:
  - You also have a Toddler you will be picking up from the Toddler Community.
  - You have a meeting or need to speak with the Business Office.
  - Your child forgot something at school and you need to retrieve it.



### 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 place your child's Car Line sign in the dash.
- Then proceed to take out your phone. An MMA faculty member will be by to scan your child out.
- Once scanned, your child will be called to your vehicle. Please be prepared to help load your child into your vehicle, if they require assistance.



# INFANT/TODDLER INSTRUCTIONS

## School Day Pick-Up

### General Rules and Guidelines

#### **\*\*NOTE \*\***

Only families with Infant/Toddler children may park in the school parking lot to pick-up during Car Line. Older (Primary/Elementary) siblings may be checked out directly from the Gate Keeper, stationed at the gate of the Outdoor Classroom. These older students may then accompany their guardians to collect their younger sibling from the South Playground. Parents should only check the one child out from each gate, to ensure that pick-up times are appropriately documented and teachers verify a student's release to that individual.

- 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 After School Childcare, please reference the "After School Childcare Pick-Up Instructions," found in the Parent Resource page on the MMA website.
- School Day pick-up ends promptly at 3:45pm. It's important to note that a late pick-up fee of \$2/minute is automatically applied to a family's ledger if a school-day child (not enrolled in After School Childcare) is scanned out after 3:45p.



### General Pick-Up 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 your designated pick-up location.
- We kindly ask that parents/guardians DO NOT enter the space, rather we ask that all arriving parents 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 out.
- Once scanned, your child will be invited to collect their belongings and exit the designated area.