

# Drop Off and Pick Up Procedures

## 2011-2012

### Arrival

Sunny Hollow Montessori gives parents the opportunity to drop off their children each morning from their car or by walking in with them to the front foyer.

Parents may choose to use a “drive up – drop off” system. We especially encourage parents of older children to use the drive up & drop off option for their children as often as possible. If you choose to drive up and drop off your child, please follow these directions:

- Between the times of 8:25 – 8:40, please enter the parking lot from the **south end** (Woodlawn Ave.) and proceed to form a car line at the orange safety cones at the side entrance to the garden.
- A member of SHM Staff will open the car door, help your child out if needed, and escort your child through the garden and into the school.
- At that point staff members from the Children’s Houses will greet the children and ensure that they proceed to their appropriate classrooms. Elementary children will proceed to their classrooms.
- After your child has been dropped off, please pull forward and around to the lane that exits via Hartford Ave. to create a smooth traffic flow. Do not do a u-turn or try to exit through Woodlawn.

If a child experiences difficulty saying goodbye at the car, parents will be asked to park and escort the child into the school’s foyer area.

At 8:45 the car greeter will go back inside. Anyone arriving after 8:45 will escort their child into the building. An administrative staff person will be in the office to walk with your child to their locker and appropriate classroom.

If you choose to escort your child into the building, please enter the parking lot from the north entrance (Hartford Ave.) and park. Please keep your child within your sight and reach as you cross the parking lot to the school entrance. When you enter the building a member of staff will greet your child. This staff member will escort your child and support their entry into the classrooms. Elementary students will proceed up the stairs to the elementary classrooms.

Families who have registered for before school care will escort their child into the building visit the child’s locker, then go downstairs to the designated before school care.

### Dismissal

At dismissal time (12:00 half day and 3:30 full day) children will visit their lockers under the supervision of staff. When the children finish at their lockers, they will be dismissed to their parent/guardian in the foyer area of the school.

Families contracted for afterschool care will pick up their child in the building or on the playground. Check the whiteboard in the front foyer to find out where the children can be picked up. Please check in with the afterschool staff prior to taking your child so they know who has been picked up.

Please be sure to discuss with your child the manner in which you wish to drop off and pick up before the start of the school year so they know what to expect. We are confident that these procedures will prove to be helpful to the student’s independence and avoid undue congestion in the hallways.

With parent support we would like to invite families to meet regularly in the garden or basement spaces for Coffee and time to chat. Please see the volunteer form if you are interested in supporting Coffee hours in the morning.

As always we welcome your feedback.

**Please help keep children safe by driving 10 m.p.h. in the parking lot.**