



## Drop Off and Pick Up Procedures 2007-2008

In our continuing effort to foster independence and alleviate congestion in the hallways, 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 similar to ones used at other Montessori schools in the Twin Cities.

- Between the times of 8:25 – 8:40, please enter the parking lot from the north end (Hartford Ave.) and proceed to form a car line at the orange safety cones at the front door to the school.
- A member of SHM Staff will be available to greet children and escort them to the front doors of 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.

If you choose to escort your child into the building you may. Please enter the parking lot from the south entrance (Woodlawn Ave.) When you enter the building you will be greeted by a member of staff. This staff member will escort your child and support their entry into the classrooms.

*Elementary* students will proceed down the hall past the children's house classrooms and up the back stairs to their classroom.

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.

Please keep in mind that attendance is taken by each class as early as possible. Children arriving late will be marked so for school records. If you know your child will be late or absent it is helpful to contact the office to leave a message for the appropriate classroom.

In order for these procedures to operate as smoothly as possible, administrative questions will need to be addressed via the Communications Form, phone message or email.

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 who have registered for before school care will escort their child into the building and to the child's locker, then to the designated before school care Children's House. Families contracted for after school care will pick up their child at the playground doors or, from the basement. Please wait for your child to be dismissed. Once the child has been dismissed the parent / guardian will escort the child to their locker.

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. This will help them understand what to expect and what is expected of them. 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.