



Drop-off/Pick-up Car Line Procedures and Rules

You will receive 2 car signs per family; siblings will share a sign. Please attach the sign to your rearview mirror. These signs need to be visible during drop off and pick up car lines. This is how the teachers can tell who is next in line so be sure they can see it. If you have tinted windows or have it too high on the windshield in the tinted part of the windshield, the teachers cannot see what the sign says.

Parents are prohibited to park in the front row of the parking lot at school. If a parent pulls up in the front row parking they will be asked to move immediately. This is for the safety of our children. We are VERY strict about this rule.

- Make sure your child is unbuckled, coats on, has all of their things in their hands and ready to go. The teacher should be able to open the door and your child should be ready to get right out of the car.
- Get your hugs and/or goodbyes before your turn in line; this will make the process go much faster. Many parents in line need to get to work, slowing up the line to get a last kiss or hug will make the process longer. Please do this as you are waiting for your turn.
- When you pull up to the front of the line, place your car in park. The teachers will not open the door of your car until the car has been placed in PARK. This is for your child's and our teachers' safety.
- There is no need to exit your car. We ask that the children be in the **driver's side back seat**, this way when the teacher opens the car door they are right there and ready to go. The teachers are NOT permitted to walk around the car to the other side to get a child. All children MUST enter and exit on the driver's side of the car. This is for the safety of your child as well as our teachers. This applies to pick up as well.
- If you must bring the family pet with you for pick up or drop off, please make sure you have your pet on a leash and hold them close to you. Even though your pet may be friendly, they may feel threatened because the teacher is coming into their private space and reaching for the child for whom they feel protective. You have no idea of how many times our teachers have come close to being bit by a friendly pet. **PETS ARE NOT ALLOWED OUTSIDE OF THE CARS.** Some of our children are allergic and we must keep them safe.
- Do not walk your children to the doors of the classrooms. Our drop off policy is quick and works very well.
- Late Arrivals come to the office, sign in your child and they will be walked to their classroom by staff. Do not walk them to classroom door as it is very disruptive to the class already in process.
- During pick-up time, the teacher will put your child into their car, but will not buckle them in. At that time, you are to pull up enough so that the car behind you can get their child. When you pull up that is when you strap your child into their car seat. **There is also space behind the**



building that you can pull over to buckle your child or you can pull over in the parking lot after.

- **For Half Day pick-up time when the children are in the park:** (This does NOT include the toddlers as toddlers will not be in the park for pick up.) You must pull over to the right side of the drive and park a little onto the grass. Get out of your car and walk over to the park to get your child. Use the sidewalk, walk right to the edge of the playground, and the teacher will bring your child to you. The teachers are not allowed to bring the children to the cars when they are in the park or play area. **Children are not to leave the playground unless the teacher permits them to go.** Please do not enter the playground area. We MUST leave the left lane open for the toddler parents to be able to pull up to get their children as their children are not in the park. If you have a toddler and a preschooler, get the preschooler first, then drive into the pickup line as you normally would, and the toddler teacher will bring your child out as normal. **DO NOT GET THE TODDLER FIRST.**
- Please do not pull into the line before 8:20 for morning drop-off, 11:20 for morning dismissal or 2:50 for afternoon dismissal. If anyone pulls into the line before 11:20 or 2:50 they will be asked to get out of the lane. Do not follow any cars into the lane if it is not 11:20 or 2:50, as you will be asked to pull around and get back in line. We MUST keep that lane open as the Montessori Academy does not own that lane and we have an agreement to keep the lane open except for our small pick-up window: 11:20-11:35 & 2:50-3:05. All Parents MUST comply with this rule.
- Pick up and drop off is a very busy and chaotic time for the staff. Parents are not to come to the classroom doors as this is unfair to the parents that are waiting in the line. Plus, it disrupts the classroom at a time when the teachers are working together to keep everyone safe. Please be respectful of your teachers and not enter the classroom during pick up or drop off.
- **Please do not use Pick up/Drop Off time to talk with the teachers about your child. The teachers are busy with the children and cannot give you the time and attention that you deserve. If you need to talk with your teacher, please contact the office and we will make sure we set up a private time for you to talk about your child with their teacher.**
- Have your driver's license ready. The teachers will ask for them for the first couple of weeks or so. Please tell anyone that will be picking up your child that they will need their driver's license in order to pick up your child. Please be patient with our teachers as you may get asked many times before they are familiar with you. This is nothing personal and is only for the safety of your child.
- It is our policy that all children go home in a car seat or booster seat. As per the law of Lake County Indiana **our staff will not place a child in a vehicle where there is no car seat.** Parents will be asked to pull into the parking lot and retrieve their child from the school and place them in the vehicle themselves.

If everyone follows these directions your time in the line will go MUCH faster. We need everyone to cooperate with this process. Please pass this on to anyone else that may pick your child up from school. We thank you for your cooperation.