



Sands Montessori Car Line **Arrival** Procedures

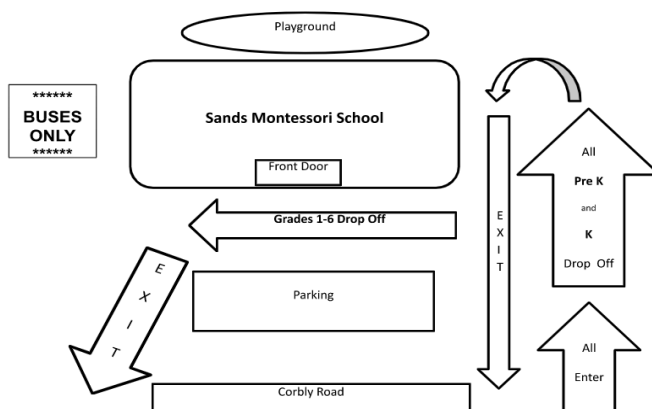
Car line begins at 8:50 a.m. All cars should enter the upper driveway across from Sussex Avenue. If you arrive prior to 8:50 a.m., please remain in your car with your child until a staff member arrives to supervise. Students are not permitted to enter the building prior to this time and should never be left to wait in the school office. Please ensure that your child is ready to exit the car upon arrival.

Drop off for preschool, kindergarten and siblings: Proceed straight through the stop sign to the **SIDE CIRCLE**. Pull into one of the designated spaces where a staff member is standing. A staff member will assist your child in exiting the car. Staff members will direct students to follow the sidewalk to enter the building through the preschool side doors.

Drop off for grades 1-6: Turn left at the stop sign, proceed to the **FRONT CIRCLE**, and allow your child to exit the car. Staff members will be available to offer assistance should it be needed.

Important Notes:

- Please arrive at school by 9:07 a.m.
- Do not pull around parked cars unless a staff member signals you to do so.
- **Students are expected to be in classrooms, ready to learn by 9:10 a.m.** If they are not in their classrooms on time, students will be marked tardy.
- In order to ensure all students arrive to class on time, car line will end at 9:07 a.m.
- Please do not ask staff members to wait if you are arriving after this time as they have to be in classrooms by 9:10 a.m. to ensure a successful start to the day of learning for all students.
- After 9:07 a.m., it is your responsibility to drive your child to the front doors and supervise him/her entering the building as all other external doors will be locked





Sands Montessori Car Line Dismissal Procedures

All cars should enter the upper driveway across from Sussex Avenue and have a large sign with the name and grade of the student(s) displayed on the passenger side windshield. For the safety of all students, please do not arrive more than ten minutes prior to your child's dismissal time.

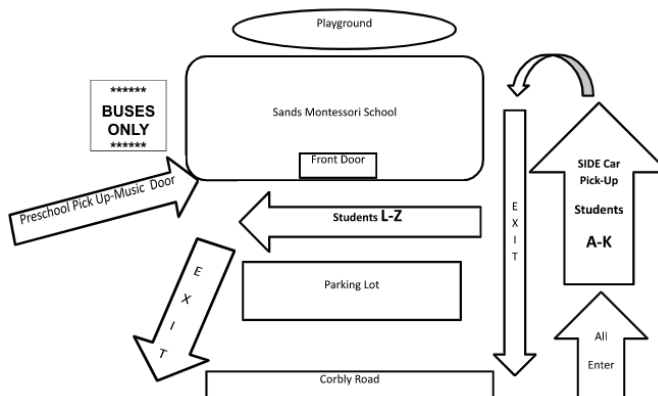
Pick up for AM Preschool (12:10 p.m.) and Pick up for Full Day Preschool (3:30 p.m.): Turn left at the stop sign and proceed straight to the left of the front circle to the designated preschool spots along the sidewalk. It is critical that your child's name sign is displayed to indicate that you are to proceed to full day preschool pick up. Staff members will assist in directing you to the proper location (as cars picking up older children will proceed to wind through the parking lot). A staff member will assist your child in safely exiting the building and entering the car. A staff member will provide you with a clipboard for you to sign the dismissal sheet. Please carefully watch traffic as you merge with L-Z pick up line to exit the lot at the lower driveway (nearest to Clough Avenue). Staff members will direct merging traffic.

Pick up for K-6 students whose last names begin with A-K (3:35 p.m.): Proceed straight through the stop sign to the **SIDE CIRCLE**. Pull into the designated spaces. A staff member will assist your child in entering your car. If your child cannot quickly and independently buckle the car seat, please pull forward to the parking spots in the circle that are marked in yellow where you can park and assist your child. Please watch carefully before reentering the car line flow to exit the lot at the upper driveway.

Pick up for K-6 students whose last names begin with L-Z (3:35 p.m.): Turn left at the stop sign and follow the traffic flow through the parking lot to the **FRONT CIRCLE**. Please be courteous to preschool parents who will proceed to the front of the building beyond the circle without moving through the parking lot. Once you enter the front circle, pull forward to the designated spot where a staff member will assist your child in entering your car. Please carefully watch traffic as you merge with the full day preschool pick up line to exit the lot at the lower driveway (nearest to Clough Avenue). Staff members will direct merging traffic.

Important Notes:

- Do not pull around parked cars unless a staff member signals you to do so.
- Have "Name Sign" clearly visible in windshield



- **Car line ends at 3:50 p.m.**
- Please watch for children crossing in the crosswalk with the crossing guard to Sussex Avenue.