



Established 1961

## **Parking Lot Procedures: Morning Drop off and Afternoon Pick up**

### **Morning Drop-Off Procedure**

- The Toddler programs open at 6:45 am, and drop-off times are based on contracts. When dropping-off a toddler, parents must park, sign in at the front desk, escort their toddler to the classroom, sign the child in, then sign themselves out at the front desk as they exit the building.
- For an additional fee, early morning child care is available starting at 6:45 am. Parents using this service must park, sign in at the front desk, escort their children to the early morning classroom, sign their children in, and then sign themselves out at the front desk as they exit the building.
- Drop-off for Children's House through Junior High begins at 7:45 am and ends promptly at 8:05 am. Except when parents have an appointment inside the school, students must be dropped-off in the car line where they will be fully supervised from car to classroom. Please note that students are never permitted to go to their classrooms or wait in the hallways before 7:45 am. If students are seen in the hallways, faculty members must stop what they are doing to escort them to the child care room, which reduces their preparation time.
- Junior High students may go directly to their classroom beginning at 7:00 am, if parents first escort them to the office to confirm that a faculty member is in the Junior High room to receive them.
- If there is no faculty member present in the Junior High room, students must proceed to the early morning child care room.
- After 8:05 am there is no adult supervision in our hallways, *and at no time may a child be left unattended in the school*. Any student arriving after 8:05am must be escorted by the parent into the school where the parent must sign in at the front desk, walk the child to his or her cubby to change shoes, and then accompany the child to the door of his or her classroom where the child will enter and make contact with an adult immediately. Parents do not enter classrooms during the school day.

### **Afternoon Pick-Up Procedures**

To ensure our students' safety during dismissal, parents are not allowed to enter the school or stand on the patio between 3:10-3:40 pm.

- Pick-up takes place between 11:15-11:30 am for Children's House students and 3:30-3:45 pm for full-day students. Playgroup children being picked up at 3:45 pm will be in the pick-up line with their teacher. We ask parents not to arrive at the pick-up line prior to 3:30 pm.
- At all times, parents must maintain a single-file lane, follow all parking signs, and not block traffic on the street or in the parking lot. In the interest of efficiency and order, parents should make every effort to move through the pick-up line as quickly as possible once they have retrieved their child.
- To pick-up a child without having to show identification, parents must display a MMS-issued 1car sign on the back of their passenger-side visor. If additional signs are needed for alternates, please contact the front office.
- Without a pick-up sign, the pick-up person must exit the line, park legally, and wait until after 3:40 pm to show identification and pick up the child directly from a staff member.
- When picking up a child after the pick-up time, parents must park legally and sign in at the front desk. Upon retrieving the child, parents must sign the child out.

### *Changes In Plans:*

- If a change must be made to the regular dismissal plan, parents must write or email a note to the school by 9:00 am outlining the changes. Telephone calls will not be accepted except in the case of an emergency.
- Each parent must maintain a list of alternate pick-up people on My Backpack. If parents are unable to pick-up their children, they must provide a note to the Front Desk prior to the pick-up time and send one of the listed alternates. Before releasing the child, the faculty members will verify the alternate's driver's license. Parents are responsible for updating My Backpack with any changes to the approved pick-up list.
- In the rare case that a child must be picked up early, the parent should notify the School by 9:00 am and pick up the student by 3:00 pm. Upon arrival, the student will be called down to the office. Please be aware that students are in lessons and it may take a few minutes. We expect all students to be in full-time attendance unless excused. The School reserves the right to request a doctor's note for any student who is absent all or part of three or more days.

### *Dismissal to Older Siblings*

Parents may request that an Elementary student be dismissed to a sibling enrolled in the Junior High rather than the parent--by completing the appropriate form. The request must state where the students will be going upon being dismissed from school. The students may not remain on school grounds. Any parent(s) requesting dismissal to an older sibling will be required to sign a waiver of liability agreeing that the parent and not the School is responsible for their children after they leave school grounds.

A parent may request that a student in the Junior High be dismissed from school absent the presence of a parent or older sibling by completing the appropriate form. The School reserves the right, in its sole discretion, to deny any such request and there is no appeal of that decision.

### **Late Pick-Up**

In order to maintain the integrity of our program, and the well-being of our students, parents must pick-up their children at the contracted dismissal or closing times. Parents who do not comply with this requirement will be subject to the following penalties:

- For those students utilizing occasional care, each occurrence of a late pick-up, defined as a pick-up any time after the scheduled dismissal or closing time, including one minute after that time, will result in a \$25.00 late pick-up fee for the parents in addition to the Occasional Care charge.
- Parents who do not comply with the pick-up policy may lose their child's placement and enrollment in any and all school programs, including enrollment in the School during the academic year or may not be offered the opportunity to enroll for the following school year, at the sole discretion of the School.

## PARKING

### *MMS Parking Lot*

Cars may never be parked in the handicapped spots without proper authorization, in front of the School doorway or dumpster. In addition, there are reserved family parking spots that are to be used **exclusively** for members and guests of those families. Individuals who do not follow the above procedure will be asked to move their car immediately and will be subject to a \$100 fine. For special instructions regarding individual parking spaces, please refer to the signs posted throughout the parking lot concerning parking restrictions and reservations.

Please remember to drive slowly at all times while on School grounds, do not talk on your cell phones, do not leave children in the car, and never leave your car unattended with the engine running. Please note that certain marked parking spots cannot be used during drop-off and pick-up times.

### *St. Therese Church Parking Lot*

**Parents may never park in the St. Therese parking lot for any reason for any amount of time unless MMS has rented the lot for a special event.**

The St. Therese parking lot is for the exclusive use of individuals utilizing the services of the church and therefore cannot be used by MMS visitors for any reason. There are times when MMS rents the parking lot from St. Therese during special events, in which case, MMS visitors are permitted to park in the lot. In this case, parents will be notified that they may park in the church lot in the designated areas. Adhering to this policy ensures that we maintain a healthy and viable relationship with our church neighbors.

If you should park in the St. Therese lot without permission, the church will take down license plate numbers, photograph cars that are parked improperly, and fine the offender \$100 per car. The School hopes parents will take the necessary steps to avoid these penalties.