

## LCMCS PICK UP AND DROP OFF PROCEDURES

### Before your first day please:

Make a Family Number sign for your windshield (passenger side) to help us speed up the Dismissal/Pick up line. (Example:#145) Big, bold print on a contrasted background will help us see the number(s) through your windshield even when it is sunny or rainy. If you have more than one group to pick up please make 2 Family Number signs. Kids can help to make these at home.

**You can look up your family number here**, so you can make your sign(s)

### Arrival & Dismissal Procedures

The arrivals and dismissal process will run similar to last year with some important changes.

At morning drop off, when your car makes it to the drop off area (south end of the school) a staff member will open your car door to let your child(ren) out. All students arriving by car will then proceed to their individual classrooms where they will be greeted by their guide. **(See map at bottom of page.)** Additional adults will be stationed throughout the campus to offer help and guidance as students find their way through the building to their classroom and as they greet familiar and new faces.

For pick up at the end of the school day, students will remain in their classroom with their guide. Cars will enter the parking lot the same way as for drop off, and pick up in the same place where students are dropped off. Parents will stay in their cars and students will be escorted with a staff member to their car.

If you're asked at your car by a staff member who you are picking up please be able to tell them the car pick up number as well as the first & last name(s) of the student(s) you are picking up and their classrooms. This will help speed up our process as they will relay this information via walkie talkie so your child(ren) can begin making their way to the pick up area.

**Our line of cars will not move until we start opening doors (@ 7:55 am) for arrival or loading cars (@ 3:30 pm) for dismissal..**

## **Drop Off & Pick Up Changes & Reminders**

We are now partially using our bus lane to form 3 lanes in our parking lot in the morning and afternoon. Please do not begin filling the bus lane in the morning until after 7:45 or when directed by a school representative. Leaving this lane open in the morning is essential so families dropping off for trails are still able to exit the parking lot.

We are using the hardtop of the elementary playground as an **overflow area** when cars are backing up on 242nd. When needed you will be directed to please form two circular lanes in a clockwise direction around the outer edge of the concrete.

Turning left into our parking lot across 242nd is not allowed. When traffic backs up in the northbound lane, other drivers get frustrated and try to pass in the oncoming traffic lane. It is an accident waiting to happen. Please plan your route to school so you can turn right into our lot in the morning and the afternoon.

Our line of cars will not move until we start opening doors (@ 7:55 am) for arrival or loading cars (@ 3:30 pm) for dismissal.

**Please do not arrive in our lot for drop off before 7:45 am and for pick up before 3:20 pm.**

**Plan ahead & be prepared** so your child is ready with their shoes on, mask on, lunch bag close by so they are able to exit your car as soon as we open the door for drop off. It is also helpful to have car seats on the passenger side for drop off.

**Everyday:** to help prepare your child make sure they know their transportation plan for the day and can communicate it to their guide. They need to know who is picking them up or if they are taking the bus at the end of the day. If you have signed up for Trails or bus and wish to pick up instead, please share this information with your child's guide or the front office.

**Dismissal Changes:** if you need to make a change to the dismissal plan for your child, you need to notify the front office ([info@lcmcs.org](mailto:info@lcmcs.org)) and your child's guide by 2:15 pm. After that we are not able to manage a bunch of last minute changes and can not promise for example your child will not get on the bus if they are signed up for the bus.

## **Buckling Up in the pick up line at LCMCS**

Please do not get out of your car in the loading zone. As a Montessori school we guide our students to greater independence. If your child can buckle themselves in or you can teach them how to buckle themselves in, this is ideal. If you are not comfortable with this or if you have a child that needs help, we have some spots just for you near the pick up area.

The buckle up area is just beyond the large turn around cone on the south side of the parking lot. Additional buckle up spots are the parking spots straight ahead once you have made the turn around and are heading toward the exit. Any of the adults outside at pick-up can help direct you to these buckle up zones where you may get out of your car and help your child get securely buckled in.

#### **How you can help:**

- Be patient please: drop off and pick up takes a while and even more so this year
- Have your **family NUMBER sign visible & attached** to your windshield before you enter the parking lot.
- Please turn off your engine while waiting to reduce our community's environmental impact, Our parking lot is one way traffic from the north entrance to the south exit.
- For safety, **right turns only into our parking lot entrance** off of 242nd.
- **Drive slowly** in the lot as there will be adults and children present. Speed limit 5 mph.
- Stay to the left in the parking lot so we can create **two lines of cars** while leaving the bus lane near the curb open.
- Please plan to show up for pick up and/or drop off during the designated times.
- **Showing up early creates problems for us and for you.**
  - If our car line backs up onto 242nd the Clackamas County Sheriff will begin citing drivers