

# MARIA MONTESSORI ACADEMY

## PICK UP & DROP OFF MAP & PROCEDURES

To ensure the safety of your children and yourself, and to facilitate an efficient process, please follow the below protocols.

### GENERAL GUIDELINES

- Please be patient and courteous toward MMA staff, students, and other drivers.
- Stay in your vehicle at all times.
- Refrain from mobile phone usage while driving on school grounds.
- Students will exit and enter from the RIGHT SIDE of the vehicle ONLY and at the CURB ONLY.
- Students must be picked up at dismissal or immediately following an after school program. If a student is left for more than 20 minutes after dismissal time, the school will start a late list and parents will be asked to conference with the Director.
- Be Aware: By law, all vehicle occupants must be secured in a seat belt and children UNDER 8 must be in a car seat or booster BEFORE VEHICLE IS IN MOTION.

### PROTOCOLS:

- Enter MMA parking lot from 200 East.
- Turn right into one of the four staging lanes, pulling forward only as directed by staff.
- When a staff member indicates, complete the U-turn and pull up alongside the curb as far forward as possible.
- Load students from the sidewalk into the right side of the vehicle.
- Check for seat belt security.
- Turn right and drive around the back side of the MMA building.
- Turn right or left onto 2550 North.

### HELPFUL HINTS:

- Park across the street at North Shore and walk over to pick up your student.
- Arrange a location for all of the students riding with you to meet.

