

**PRIMARY SCHOOL PICKUP PROCEDURE CHANGE**  
**EFFECTIVE MONDAY, SEPTEMBER 19, 2022**

Parents and caregivers for primary students who pick their children up at 11:20 or 3:20 will park their vehicles in one of the lower lot parking spaces and walk past the church's play structure to form a line on the sidewalk outside our fenced playground. Teachers will dismiss the children, one family at a time, from the playground. Those making their way back to their vehicle are responsible for the safety of the children in their care the entire way back to their vehicle, and they will want to be aware of other parents' vehicles coming and going.

In the case of inclement weather or if teachers and students are not outside when parents/caregivers come to pick their children, parents/caregivers will enter the door that is second to the right from the fenced playground and form a line down the hallway immediately inside the door. Except for the first parent to arrive, those forming a line will walk past parents already in line and stand behind them. Once in the line, parents/caregivers will stay to the left so that those arriving later have a pathway to the back of the line. The doorway can become a bit congested once students start dismissing, so children and their parents/caregivers should exit as quickly as possible once the child has been greeted and all materials (water bottles, lunch boxes, papers) collected.

**THE DROP OFF PROCEDURE WILL NOT CHANGE AND WILL REMAIN A DRIVE THROUGH.**

Please look out for each other during this pick up time. Several families have infants or younger siblings. To help save the effort of unbuckling then buckling the younger children, please consider offering to wait by their car while they collect their children. Or consider making arrangements that you convey to the school about walking another student to their car. This could be especially helpful when the weather gets colder.

Parents with younger children who do not yet know other school families can always contact the school, and we will come up with something! And parents are, of course, welcome to bring younger children to the line if they prefer.

Please make sure to share this new procedure with any caregiver who picks up children from the primary school.

The Around the Sun Montessori staff believes this pick-up procedure will serve our students best and we also hope it will give parents and caregivers a better chance to meet each other and maybe make a new friend or two.