



Carmichael Campus ~ Parking & Loop Procedures

Classes begin promptly at 8:30 a.m.

Drop-off Loops: 8:10 – 8:25 a.m.

- *Families with more than one child should use the drop-off loop for their youngest child.
- *Parent volunteers will assist your child/ren from the car.
- *Please do not exit your car or have children exit from the driver's side.
- *Students will be supervised outside of either the 600 or 300 wing from 8:10-8:20.
- *Classroom doors are open at 8:20.
- *All students must be in their classrooms by 8:30.

Tardiness: Anytime a student is unable to be in their classroom by 8:30.

- *Pick-up loops will be “closed” by 8:25 a.m.
- *Parents must come into the office to sign in their child if they are late.
- *Students must receive a late slip from the office to present to their teacher.

Dismissal: Students leave their classrooms at dismissal time, and will not arrive to the loop until approximately 5 minutes later (e.g. Kg at 2:05; MS at 3:20).

- *Kindergarten dismissal - 2:00 (12:00 minimum days)
- *1st – 3rd dismissal - 3:00 (12:00 minimum days)
- *4th – 8th dismissal - 3:15 (12:15 minimum days)

If you prefer to pick up your child on foot, please do so at the designated loop. Meeting students at the classroom door is disruptive to the classroom routine. Please be sure to “check out” with the teacher in charge.

Pick-up Loops: Please do not arrive before the dismissal times, as this will back up the loop line.

- *1st - 3rd grade students with siblings will be walked to the Gibbons loop for pick-up with their sibling.
- *A teacher will walk your child to the car – please do not leave your car unattended in the loop.
- *Another teacher will come to your car in the line and ask for your child/ren's name and class.
- *All students are lined up at the loop and are supervised until called. Students will not be allowed to leave the line until picked up by a parent or guardian.

Parent Parking: Please observe the staff parking spaces & those for the other programs.

- *Parents who wish or need to park for 10 minutes or less may use the green parking spaces in the east side driveway or Gibbons Rd. parking areas.
- *Parents who will be on campus longer than 10 minutes must use the Engle parking lot and walk to the office to sign in.
- *Club Montessori parking may be in the green zones for drop-off & pick-up.

Safety: Please be the models of Safety & Courtesy that we want to see in the children.

- *Follow the car/s in front of you to exit the loop (pulling around other cars is not safe).
- *If your child has not come to the loop for pick-up, you will be asked to drive around and return to the loop to avoid backing up the line.
- *Your patience is greatly appreciated. *Thank you!*