



# WALDEN GREEN MONTESSORI

Drop off & pick up guide



## Approaching Walden Green (applies to both drop off and pick up)

### Expectation: Keep traffic moving on Roosevelt Road.

Refrain from turning left into the parking lot unless your *entire vehicle* will fit in the driveway. Please do not wait in the roadway for space to open up in order to turn left; this backs up traffic behind you.



When there is a line (almost always!) please proceed all the way to the end of Roosevelt Road and make a u-turn in the cul-de-sac, then line up on the right side of the road to turn into Walden Green:



Do not turn around in the Ferrysburg Hall driveway loop, Dustin Drive, or private driveways.

### Expectation: Drive safely and courteously.

- Your child's and every child's safety is our biggest concern. Please drive slowly and do not use your cell phone during pick up or drop off. Your 100% focus ensures the safety of both students and parents/drivers, and keeps the car line moving efficiently for everyone.
- Be patient. When everyone practices grace and courtesy, we protect the integrity of the Walden Green community in the eyes of our own members, and also in the eyes of the greater Ferrysburg community.



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**Drop Off Procedure** (drop off begins at 8:15am; students must be in classroom by 8:25)

**Expectation: Keep the car line moving.**

Once you enter the Walden Green parking lot, pull all the way up to the curb and as *safely* close as possible to the next car in line.

As the drop off proceeds, continue to pull ahead to stay just behind the car in front of you. Staff members will be waving you forward. Please do not leave gaps in the car line.

**Expectation: Drop off children safely and efficiently.**

Have children gather their belongings and be ready to exit the vehicle. Wrap up longer conversations with your children *before* you reach the drop off area.

Children should not exit the vehicle until you come to a stop *at or beyond the main entrance* of the school (unless approached by a staff member to unload early).

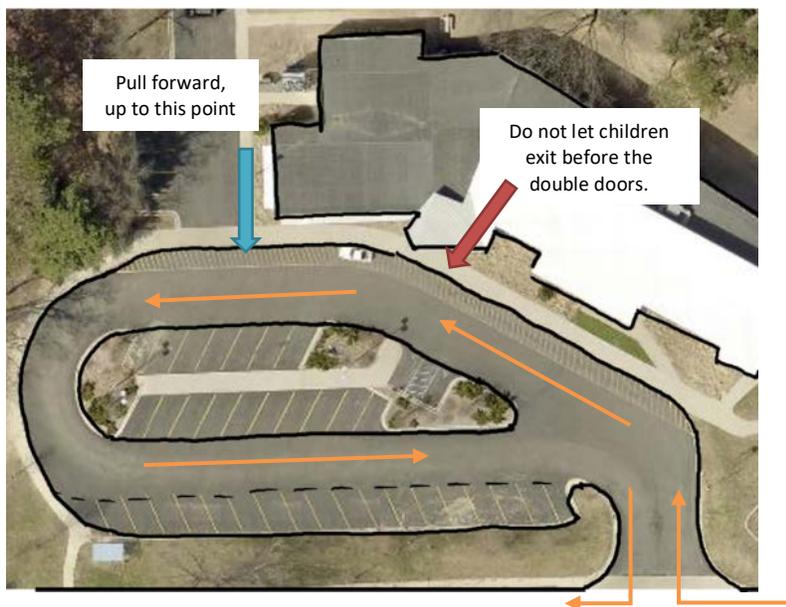
Children should exit from the *passenger side only*.

A staff member will approach your vehicle, open the passenger side door, greet you and your child, and assist children to exit the vehicle. (However, if your child is able to exit on his or her own, you do not need to wait for a staff member's help.)

**Expectation: Pull out and exit the parking lot safely and courteously.**

The parking lot is *one-way* (counterclockwise) around the loop. Do not back up.

Drive slowly. Watch for pedestrians and for vehicles bypassing the car line to park.





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## Pick Up Procedure (school is dismissed at 3:30pm)

**Expectation: Display your green (family) or pink (carpool) car sign on the passenger side of vehicle.**

At 3:25 a staff member will begin walking down the pick up line, relaying children's names back to each classroom using a two-way radio.

**Expectation: Keep the pick up line moving.**

Pull as far to the right as possible both on Roosevelt Road and then along our curb as you enter the parking lot. Stay as *safely* close as possible to the next car in line.

As the pick up proceeds, continue to pull ahead to stay just behind the car in front of you. Staff members will be waving you forward. Please do not leave gaps in the car line.

**Expectation: Pick up children safely and efficiently.**

Children will wait for pick up at the main entrance.

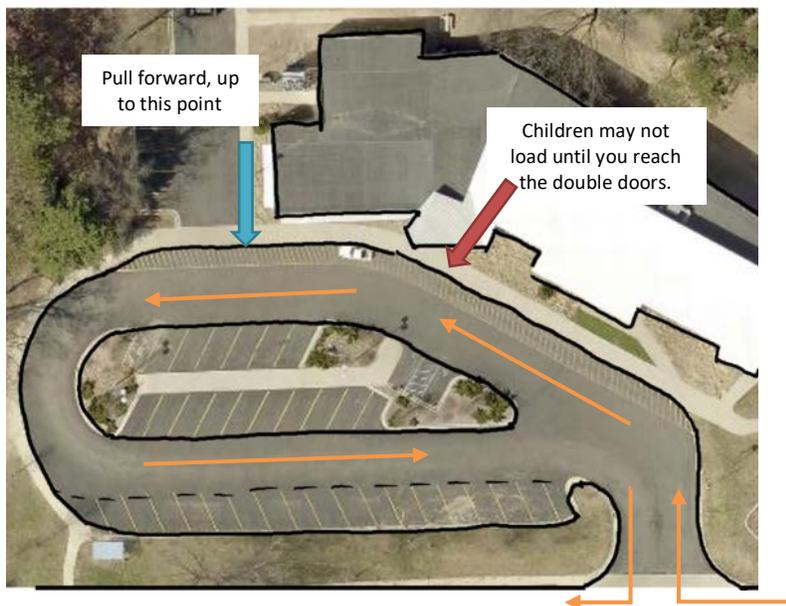
Children may not load the vehicle until you come to a stop *at or beyond the main entrance* of the school (unless a staff member walks them to your vehicle). Children must load on the *passenger side only*.

A staff member will approach your vehicle, open the passenger side door, and assist children to load the vehicle. (However, if your child is able to load on his or her own, you do not need to wait for a staff member's help.)

**Expectation: Pull out and exit the parking lot safely and courteously.**

The parking lot is *one-way* (counterclockwise) around the loop. Do not back up.

Drive slowly. Watch for pedestrians and for vehicles bypassing the car line to park.





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## Parking Procedure

The “car line” drop off and pick up processes are the safest and most efficient way for your children to begin and end their day with us. In addition, learning to separate at the main entrance is an important step in the development of your child’s independence. A quick, confident good-bye sends your child a positive message about school, reduces anxiety, and shortens the transition period into class.

Having said that, we know there are times when you will need to park and enter the school. You may be coming into school to volunteer or for a meeting, or your child may have a large project to transport to or from school. In that case, please adhere to the following parking lot safety expectations, and always accompany your child while in the parking lot.

**Expectation: Drive with caution as you pass the car line, and park on the far side of the loop.**

Slowly drive past the car line and around the bend. (The parking lot is one-way, counterclockwise. Never turn left directly into the outer loop.) Watch carefully for vehicles pulling out of the car line.

Park in the spaces in the “outer loop” along Roosevelt Road (A). If these are full, you may park in the “inner loop” spaces along Roosevelt Road (B). Do *not* park in the “inner loop” spaces next to the school (C) during drop off or pick up times. (You are welcome to park here when visiting during the school day.)



**Expectation: Always walk on the sidewalk. Never cut through the parking lot.**

If parked in the “outer loop” (A), walk directly west to the sidewalk. By utilizing these spaces, you will not need to cross traffic to reach the sidewalk.

If parked in the inner loop (B), you will also walk to the outer sidewalk. Watch carefully for traffic approaching from the right as you cross the driveway. Hold small children’s hands as you cross.

Follow the sidewalk around to the school entrance, and the same route back to your vehicle. *Never cut through the parking spaces or cross in front of school during drop-off or pick-up.*