



August 31, 2020

Dear Parents, Guardians and Visitors:

Safety for our students and families is of utmost concern to us! Below are new procedures and guidelines for our parking lot. Please note that SCHOOL HOURS are Monday-Friday 8:00 am to 3:00 pm. Drop off will take place from 7:30 am – 7:55 am. Extended care runs to 5:30 pm. You must be registered for extended care to participate.

***For health and safety reasons, we are modifying our drop off and pick up procedures for the beginning of the 2020-2021 school year.***

***From September 14-18 we will follow a drop off schedule, please sign up for a time by clicking on the link below. This is meant to be helpful and keep you from waiting in a line.***

<https://www.signupgenius.com/go/904044EABA62DA3FA7-stpeters>

**Elementary Student Drop Off** – If you have an Elementary student or an Elementary and Primary student, you will proceed to your right upon entering the parking lot. Elementary students will be dropped off at the designated location. Please stay in your car. A staff member will greet you and ask a couple of questions. A temperature check will be taken, and your child will be welcomed to their school day. If you also have a primary student, they will remain in the car. You will merge with the Primary car line and proceed to the Primary drop off point in front of the St. Peter's Montessori School building.

**Primary Student Drop Off** – When entering the parking lot, you will stay to your left. When you get to the end of the parking lot near the park, please wait until you are waved forward to the Primary drop off area in front of the St. Peter's Montessori building. Please stay in your car. A staff member will greet you and ask a couple of questions. A temperature check will be taken, and your child will be welcomed to their school day.

## End of Day Student Pick Up –

**11:30 – Part-Time Pick Up** – Please follow the morning procedures. Until further notice, we ask you to pull up to the St. Peter’s Montessori School entrance. We will walk your child to the car and assist with loading.

**1:00 Extended Part-Time Pick Up** - Please follow the morning procedures. Until further notice, we ask you to pull up to the St. Peter’s Montessori School entrance. We will walk your child to the car and assist with loading.

**3:00 Full Time, and Elementary Pick Up** – Elementary students will be picked up where you dropped them off in the morning. If you will be picking up a Primary student, please merge into the Primary Pick Up line. Again, we ask that all parents remain in their car. Staff will assist with the student transition to the car.

1. Please drive slowly and carefully through the entire parking lot. You never know when someone, especially a child, will step out between vehicles.
2. Please make sure your children are properly belted into their car seat or booster seat prior to leaving the parking lot. Children should always be seated in the back seat when possible.

Your cooperation is greatly appreciated. Please share these guidelines with any individual that may be picking up your child(ren) including grandparents and other care givers. **A visual has been added for your review.** Should you have any questions regarding this, please contact the School Administrator at 623-935-7737.

