



THE CHILDREN'S TREE
MONTESSORI SCHOOL

childrenstree.org

96 Essex Rd, Old Saybrook, CT

860.388.3536

Student Drop Off & Pick Up Procedures: 2022-2023 School Year

August 2022

Drop Off : We ask that you continue to monitor your child's health and have them only attend when they are feeling well enough to participate in their school day.

- Please respect the times of the staggered dropoff, as it is based on enrollment and staff schedules, this will ensure that we have enough staff for a safe drop off.
 - 8:00 Elementary and siblings
 - 8:15 Primary and siblings
 - 8:30 Toddler only
- Parents pull up to the drop off the circle, put the vehicle in park, and sign their child in using the ProcareConnect app. Please do not get out of the car. It not only takes longer but it is a safety issue if we need to form a second line. Please try to have your child(ren) get out of the car on the passenger side.
- The teacher will unbuckle and help the child out of the vehicle to walk up the sidewalk to class. For elementary students, please do not have them get out of the car until a teacher is at your vehicle.
- If the child is having a hard time separating, the parent can pull forward to a parking place, and either walk the child to the playground or sidewalk and try to walk away, or the parent will hand the child to a teacher/staff member.
- The parking lot was designed to accommodate two dropoff lines. Please be sure to pull into the firelane for the first line so there is room to form a second line if the cars are starting to go out into the road. Also please park in the designated parking spots so there is room for the second line of cars.

Pick up

- We will be doing a staggered pickup to help with parking spots. Pickup times are at 11:45am and 12:45pm for half day students, 2:45pm for primary students and siblings, 3:00pm for elementary, toddler students and siblings, or extended care until 4:00pm or 5:00pm.
- For Primary and sibling pickup at 2:45pm, please park and walk to the field to pick up your child(ren).

- For Elementary and Toddler students at 3:00pm, Willow and Maple room will be on the playground.
- If you have someone else picking up and valet pickup is easier, please have them pull up to the sidewalk and get out of the vehicle. Please know that this will take some time and we will bring your child to the car as soon as we can.
- Families are welcome to stay for up to 30 minutes to mingle and play on the playground and field. Please be sure your child follows the school rules.
- Please be sure to always hold your child's hand in the parking lot when walking to your vehicle.