

START HERE: WHAT EVERY MARSHDALE FAMILY NEEDS TO KNOW

KEEP CARLINE MOVING

- Use your assigned drop-off and pick-up window.
- Come to a complete stop at all stop signs. Please pay attention to MSE Staff.
- Drive slowly and cautiously throughout campus.
- Stay off your cell phone while driving or waiting in carline.
- Do not change lanes unless an MSE staff member directs you to do so.

CHILD SAFETY

- Children must be properly seated and secured while your vehicle is moving.
- Please do not allow children to ride in your lap or stand or lean out of windows or sunroofs.
- Per Colorado guidelines, children must remain in a booster seat until age nine.

PICK-UP + CAR SEATS

- MSE staff are not permitted to place children into vehicles or buckle car seats.
- At pick-up, be prepared to exit your vehicle, load your child, and buckle them safely before leaving campus.

LATE ARRIVALS

- If you arrive after your classroom's drop-off window, please wait until after 8:45 AM and check your child in at the Main Office in Marshdale South
- All Marshdale late arrivals - South Building + Upper School - must check in at the Main Office in Marshdale South with Margaret Moulding.

CAR LINE WINDOWS

PROGRAM	DROP-OFF	PICK-UP
Toddler - Marshdale	8:15-8:30 AM	12:30 PM Half Day / 3:00-3:15 PM Full Day
Primary	8:30-8:45 AM	12:30 PM Half Day / 3:15-3:30 PM Full Day
Lower Elementary	8:30-8:45 AM	3:15-3:30 PM
Upper School	8:15-8:30 AM	3:15-3:30 PM

Toddler Families: If you miss the 8:15-8:30 AM toddler drop-off window, please wait off campus until the 8:30-8:45 AM carline has ended. **Then enter through the Main Entrance and sign your child in at the front desk.**

FIND YOUR CHILD'S PROGRAM

Follow the color and lane that match your child's program.

YELLOW | TODDLER - QUANDARY PEAK

- Drop-off: 8:15-8:30 AM | Pick-up: 3:00-3:15 PM
- Stay in the LEFT Lane as you approach Marshdale South.
- After the stop sign, turn right into the circle drive (directed by staff member)
- Pull all the way up to park and walk your child to the classroom.
- Pick-up follows the same route and parking procedure.

PURPLE | PRIMARY - MT. ELBERT

- Drop-off: 8:30-8:45 AM | Pick-up: 3:15-3:30 PM
- Drop-off is at the Front Entrance of Marshdale South just before the crosswalk.
- Staff unload from the RIGHT side of the vehicle.
- Pick-up is at the Wooden Gate between Marshdale South and Upper School.
- Remain in the RIGHT lane when exiting, and wait for MSE staff to signal when its clear.
- Do NOT switch lanes when leaving without being directed by an MSE staff member first.

BLUE | UPPER SCHOOL - MT. MASSIVE + CONUNDRUM PEAK

- Drop-off: 8:15-8:30 AM | Pick-up: 3:15-3:30 PM
- Turn directly into the Marshdale North parking lot and remain in one lane.
- Pull all the way forward to the gym entrance.
- Drop-off: children exit independently on the driver's side; staff assistance is not provided.
- Pick-up: children enter vehicles independently, please pull all the way up to the gym.
- Exit using the Upper School exit onto shared neighborhood road.

PURPLE | PRIMARY - MT. PRINCETON

- Drop-off and pick-up; if arriving before 8:30 AM or before 3:15 PM, please stay in the RIGHT lane to allow Toddler traffic to pass in the left lane first.
- Between 8:30 and 8:45 AM, move to the LEFT lane as you approach Marshdale South (following Toddler carline route)
- Pull up to stop sign and wait for MSE staff direction.
- When directed, turn right into the circle drive nearest Mt. Princeton.
- Drop-off: staff unload from the RIGHT side of the vehicle.
- Pick-up: exit your vehicle to load and buckle your child.

GREEN | LOWER ELEMENTARY - MT. SHAVANO + MT. ELOUS

- Drop-off: 8:30-8:45 AM | Pick-up: 3:15-3:30 PM
- Drop-off is at the Front Entrance of Marshdale South
- Staff unload from the RIGHT side of the vehicle.
- Pick-up is at the main steps of Marshdale South for all Lower El students
- Remain in the RIGHT lane unless directed by MSE staff.
- Note: Lower El students with Upper School siblings will *not* be walked over to Upper School for pick up this year.

FAMILIES WITH MORE THAN ONE CHILD

The Simple Rule: Earlier carline first. Then circle back for the later carline. Follow the combinations below.

IF YOU HAVE...	DROP-OFF	PICK-UP
Toddler + Mt. Princeton	Toddler first at 8:15-8:30 (LEFT lane). Remain in circle drive; wait until 8:30 for Mt. Princeton to begin at 8:30 AM.	Toddler first at 3:00-3:15. Remain in circle drive for Mt. Princeton to begin at 3:15 PM.
Toddler + Mt. ELBERT or Lower EL	Toddler first at 8:15-8:30 (LEFT lane). Circle the meadow, then follow Mt. Elbert/Lower El route at 8:30 (RIGHT lane)	Toddler first at 3:00-3:15 (LEFT lane). Circle the meadow, then follow Mt. Elbert/Lower El route at 3:15 (RIGHT lane).
Toddler + Upper School	Toddler first at 8:15-8:30 (LEFT lane). Circle the meadow, then continue to Upper School.	Toddler first at 3:00-3:15. Circle back for Upper School at 3:15.
Primary + Lower EL	Stay in RIGHT Lane. Drop off Mt. Elbert/Lower EL first. Wait for staff direction for Mt. Princeton, pull up slowly from right lane.	Stay in RIGHT Lane. Pick up Mt. Elbert/Lower EL first. Wait for staff direction for Mt. Princeton or to exit. Do NOT change lanes without staff direction first.
Lower El + Upper School	Upper School first at 8:15-8:30. Circle back for Lower EL at 8:30 (RIGHT lane)	Pick up at Upper School at 3:15 first. Circle back for Lower EL pick up (RIGHT lane)
Primary + Lower Elem. + Upper School	Upper School first at 8:15-8:30. Circle back for Primary and/ or Lower EL at 8:30.	Primary child at classroom first at 3:15. Circle to Upper School

WHEN IN DOUBT

Stay in your assigned lane, move slowly, and follow the direction of MSE staff. Please do not change lanes on your own.

Marshdale Campus Car Line

KEY

Yellow = Toddler Drop Off (8:15-8:30)
+ Pick-Up (3:00-3:15)

Purple = Primary Drop Off (8:30-8:45)
+ Pick-Up (3:15-3:30)

Green = Lower Elementary Drop Off
(8:30-8:45) + Pick-Up (3:15-3:30)

Blue = Upper School Drop Off (8:15-8:30)
+ Pick-Up (3:15-3:30)

★ = MAIN OFFICE CHECK IN
FOR ALL VISITORS/PARENTS

