



IMPORTANT CARLINE REMINDER FOR ALL MSE FAMILIES 2026/2027

To ensure the safety of our students and the smooth operation of our drop-off and pick-up procedures, please carefully review the following expectations for ALL MSE FAMILIES:

Student Safety in Vehicles

Please **do not drive with your child in your lap or allow them to stand or lean out of passenger windows or sunroofs at any time.** This behavior is unsafe and creates a liability for MSE. We appreciate your cooperation in keeping all children safe during arrival and dismissal.

Carline must **remain moving at all times** during the following windows:

Drop Off:

Toddler: 8:15–8:30 AM (Marshdale Toddler Only)

Primary: 8:30-8:45 AM

Lower El: 8:30-8:45 AM

Upper School: 8:15-8:30 AM

Pick Up:

Toddler: 12:30 PM (Half Day), 3:00-3:15 PM (Full Day - Marshdale Toddler Only)

Primary: 12:30 PM (Half Day), 3:15-3:30 PM (Full Day)

Lower El: 3:15-3:30 PM

Upper School: 3:15-3:30 PM

Toddler Families (at Marshdale Campus Only):

If you are late for drop-off (arriving after **8:15 and 8:30 AM window**), you must **wait** until carline has concluded before entering campus to park for toddler drop-off or pick-up.

Driving Expectations on and Near Campus

- Come to a complete stop at all stop signs.
- Drive cautiously at all times, especially during carline hours.
- **Do not change lanes in the carline unless you are specifically directed to do so by an MSE staff member.**
- Please be mindful that both our campuses are located in residential neighborhoods. Our goal is to avoid receiving complaints from neighbors about speeding or reckless driving.
- Please stay off your cell phone while driving or parked in your vehicle during carline hours.

Car Seat Policy

- Staff are not permitted to load children into cars. Parents are expected to exit the car at pick up to properly buckle in their child before exiting the campus
- **Per updated Colorado State Guidelines, children (regardless of size and weight) must remain in booster seats until the age of nine.**

Late Arrivals

All students arriving after the designated drop-off window must be signed in at the office:

- Marshdale Campus (BOTH North and South Campus): Sign in with Margaret Moulding at MDS
- Troutdale: Sign in with Casey Moran



MARSHDALE CAMPUS CARLINE INSTRUCTIONS

2026/2027

NOTES FOR THE FIRST FEW WEEKS OF SCHOOL:

With a reduced number of children on campus during Phase-In Week, carlines will be lighter and provide an opportunity to practice new procedures.

If you have siblings, please read carefully as there are many combinations to consider. While the Upper School will not be in attendance until Thursday/Friday, we will follow the procedures for sibling pick-up at the North building to practice the route.

QUANDARY PEAK (Toddler - Nicole)

• **Drop-Off: 8:15 - 8:30 AM**

- Enter Marshdale Campus, stay in LEFT lane when approaching MDS Building
- Turn *right* into circle driveway after the crosswalk, park, and walk your toddler to class
- **After 8:30 AM: Wait off campus until 8:45 AM**
 - Park at Main Entrance
 - Walk child in and sign in at the front desk (**Please do not enter carline to drop off a toddler at Quandary Peak between 8:30 and 8:45 am**)

• **Pick-Up: 3:00 - 3:15 PM**

- Follow same procedure as drop-off

MT. PRINCETON (Primary - Amber)

• **Drop-Off: 8:30 - 8:45 AM**

- Enter Marshdale Campus, stay in LEFT lane when approaching MDS Building
- Cautiously pull up just past cross walk, be prepared to stop until instructed to turn right
- When ready, Admin will direct you to enter the circle driveway closest to Mt. Princeton classroom
- Staff will unload children from **right side of vehicle (please have car seats installed on right side of vehicles)**

• **Pick-Up: 3:15 - 3:30 PM**

- Stay in LEFT lane when approaching MDS Building at 3:15 PM (*after Toddler Pick-Up concludes*)
- Cautiously pull up just past cross walk, be prepared to stop/idle
- When ready, Admin will direct you to enter the circle driveway closest to Mt. Princeton classroom
- Exit vehicle to load child into child, **you buckle them**



MT. ELBERT (Primary - Jaime S.)

- **Drop-Off: 8:30 - 8:45 AM**
 - Stay in RIGHT lane
 - Drop off at Front Entrance just before MDS crosswalk
 - Staff will unload children from **right side of vehicle (please have car seats installed on right side of vehicles)**
- **Pick-Up: 3:15 - 3:30 PM**
 - Stay in RIGHT lane
 - Pick up at the Wooden Gate (located between the MDS + MDN buildings)
 - Exit vehicle to load child into car, **you** buckle them
 - **Do not change lanes to exit** as this may cause confusion for staff managing the carline system

MT. SHAVANO & MT. EOLUS (Lower Elementary)

- **Drop-Off: 8:30 - 8:45 AM**
 - Stay in **RIGHT lane**
 - Drop off at Front Entrance just before MDS crosswalk
 - Staff unloads from **right side of vehicle**
- **Pick-Up: 3:15 - 3:30 PM**
 - Stay in **RIGHT lane**
 - Pick up at the **main steps of MDS Building**
 - **Do not change lanes** to get to pick-up location or to exit unless directed by MSE staff (**Please remain in right lane at all times**)

MT. MASSIVE + CONUNDRUM PEAK (Upper School)

- **Drop-Off: 8:15 - 8:30 AM**
 - Turn directly into MDN parking lot (stay in one lane)
 - Pull up to MDN entrance
 - Students exit on **driver's side of vehicle**
 - No staff assistance
- **Pick-Up: 3:15 PM**
 - Turn into MDN parking lot (stay in one lane)
 - Pull up to MDN entrance
 - Student gets into car independently



FOR MULTIPLE CHILDREN:

QUANDARY (Nicole) + MT. PRINCETON (Amber)

(For families with children in Nicole's class and Amber's class)

- **Drop-Off:**

- Stay in **LEFT lane** when approaching MDS Building at **8:15 AM**
- Drop off toddler first between **8:15 - 8:30 AM**
- Then pull forward in circle drive to the far right and **wait until 8:30 AM** to drop off your older Mt. Princeton child

- **Pick-Up:**

- Stay in **LEFT lane** when approaching MDS Building at 3:00 PM
- Pick up toddler between **3:00 - 3:15 PM**
- Then pull forward in circle to the far right for Princeton pick-up right at at **3:15 PM**

QUANDARY (Nicole) + MT. ELBERT (Jaime) / LOWER ELEMENTARY

(For families with children in Nicole's class and either Jaime's class or Lower Elementary)

- **Drop-Off:**

- Stay in **LEFT lane** when approaching MDS Building
- Drop off toddler first (8:15 - 8:30 AM)
- Circle back around meadow and follow Elbert or Lower El drop-off instructions

- **Pick-Up:**

- Stay in **LEFT lane** when approaching MDS Building
- Pick up toddler first (3:00 - 3:15 PM)
- Circle back around meadow for Elbert or Lower El pick-up starting at 3:15 PM

QUANDARY (Nicole) + UPPER SCHOOL

(For families with children in Nicole's class and Upper School classroom)

- **Drop-Off:**

- Stay in **LEFT lane** when approaching MDS Building
- Drop off toddler first (8:15 - 8:30 AM)
- Circle back around meadow and follow Upper School drop-off procedure for older child

- **Pick-Up:**

- Stay in **LEFT lane** when approaching MDS Building
- Pick up toddler first (3:00 - 3:15 PM)
- Circle back for Upper School pick-up at 3:15 PM



FOR MULTIPLE CHILDREN:

PRIMARY / LOWER EL

(For families with children in either Primary classroom and Lower El)

- **Drop-Off:**

- Stay in **RIGHT lane**
- Drop off Mt. Elbert/Elementary child first (follow classroom drop off instructions above)
- Remain in **RIGHT lane (do not change lanes)**
- Wait for admin to guide you into circle to drop off Mt. Princeton child or to exit carline

- **Pick-Up:**

- Stay in **RIGHT lane**
- Pick up Mt. Elbert/Lower El child first (follow classroom pick up instructions above)
- Remain in **RIGHT lane** and wait for admin to guide you forward for Mt. Princeton pick-up or right lane exit

LOWER EL + UPPER SCHOOL

- **Drop-Off:**

- Drop off **Upper School** child first (8:15 - 8:30 AM) using instructions above
- Circle back and follow Lower El drop-off instructions after

- **Pick-Up:**

- Pick up at **Upper School** (3:15 PM)
- Pick up both children together at MDN

PRIMARY + LOWER EL + MT. MASSIVE

(For Families with children in Primary, Lower El, and Upper School)

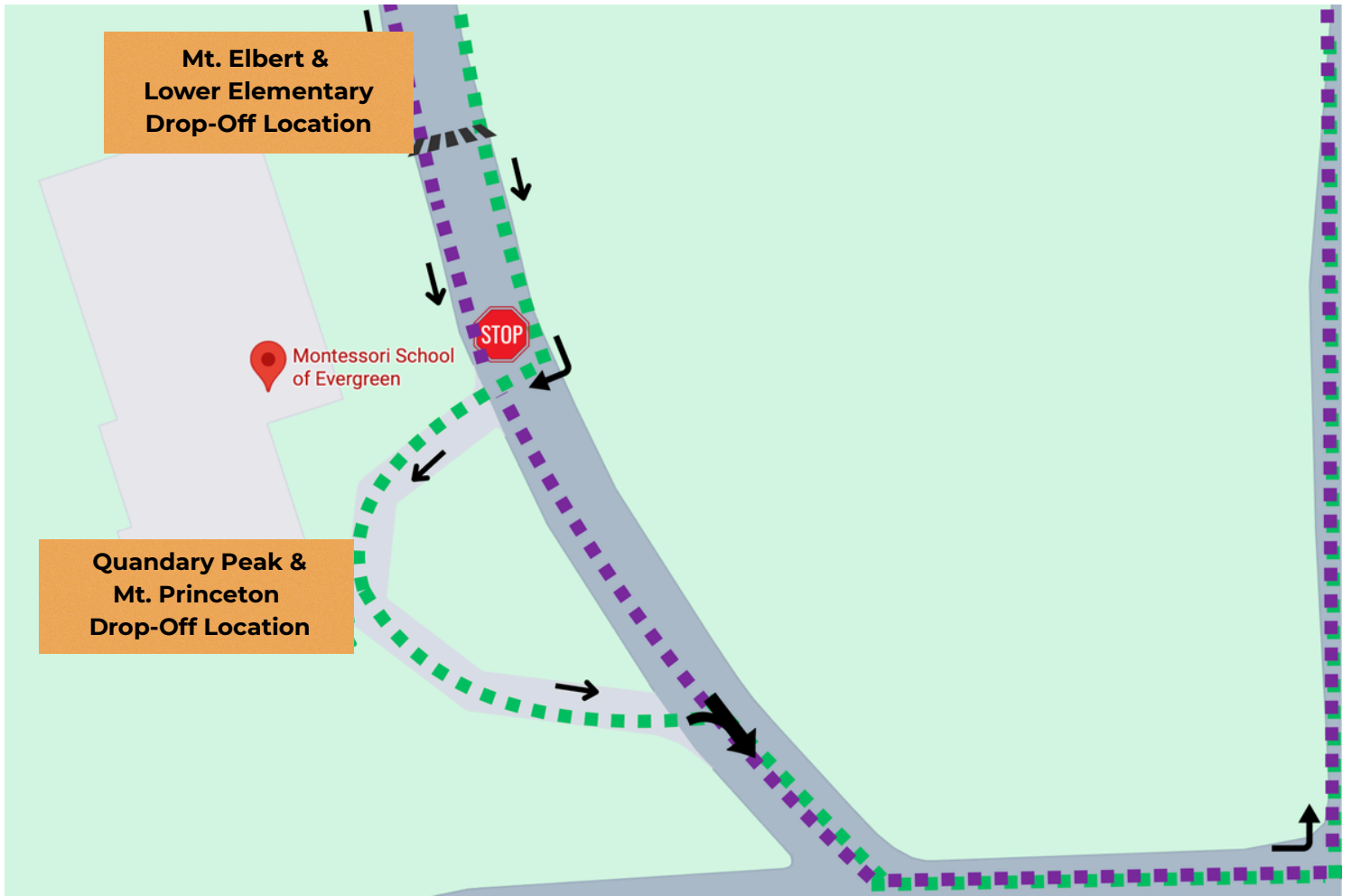
- **Drop-Off:**

- Drop off **Upper School** child first (8:15 - 8:30 AM)
- Circle back and drop off Primary and/or Lower Elementary next (follow classroom instructions above)

- **Pick-Up:**

- Pick up **Primary** child at classroom location first (3:15 PM) using instructions above
- Then circle back around the meadow and follow Upper School sibling pick-up instructions (Lower Elementary siblings will join Upper School siblings for pick up at MDN)

Map of Marshdale South Drop-Off



Map of Marshdale Campus Pick-Up

