

## Wheat Ridge Drop Off and Pick Up Procedure

	School Start and Dismissal Times	Drop Off/Pick Up Windows
Children's House	8:15am-3:00pm	8:00-8:15am/3:00-3:15pm
Lower Elementary	8:00am-2:45pm	7:45-8:00am/2:45-3:00pm
Upper Elementary	8:00am-2:45pm	7:45-8:00am/2:45-3:00pm

Every year this process is difficult for a few weeks. Please have patience as it always improves and usually runs smoothly once everyone has had time to practice. We request that each family make a sign with their last name on it for their car. Please place this in your car window until the teachers become familiar with your car. **PLEASE DO NOT** leave your children unattended your car at any time. We also ask that you maintain slow speeds while in our parking lot.

Children's House students in the Prairie Rm and the Forest Rm classes are to be dropped off and picked up in the front parking lot. Children in the Mountain Rm class will be dropped off in the front parking lot and picked up on Miller St in the "hug and go" lane. We ask that you stay in your car and the teacher will unload your child from the car and put your child in the car in the afternoon as well. We do ask that you buckle your child as we are not able to for safety reasons. Each teacher will have a sign in and out sheet for parents to sign daily. There are to be **NO Left Hand Turns out of the parking lot** as this is not only an illegal operation, but it is unsafe for the children. We ask that if you need to get out of your car for any reason that you park in the parking lot.

Lower Elementary students are to be dropped off and picked up on Miller St in the "hug and go" lane. We ask that you stay in your car and the teacher will load your child into the car. There are to be **NO U-Turns out of the "hug and go" lane** as this is not only an illegal operation, but it is unsafe for the children. We ask that if you need to get out of your car for any reason that you park in the parking lot. We also ask that you pull all the way forward to ensure that we do not back up onto 44th Ave.

Upper Elementary students are to be dropped off and picked up in the front parking lot. We ask that you stay in your car and the teacher will assist your child into the car if needed. There are to be **NO Left Hand Turns out of the parking lot** as this is not only an illegal operation, but it is unsafe for the children. We ask that if you need to get out of your car for any reason that you park in one of the appropriate parking lots. We also ask that you pull all the way forward to ensure that we do not back up onto 44th Ave. Please do not pick up your child in the hug and go lane if you only have an Upper Elementary Child.

If you have multiple children in different age groups please pick all of your children up at the youngest child's location. We also ask that you arrive at the time your children are dismissed and if you should arrive early please park until your child's dismissal time.

Before Care starts at 7:00 am and ends at 8:00am. The cost for drop in Before Care is \$10 per day per child and includes breakfast. Should your child arrive before 7:45am you will be charged the drop in rate of \$10 for the day per child. This payment is expected within 24 hours of use and can be paid to Compass Montessori School in the front office. If payment is not received promptly then before care will not be available to you until payment is received.

After Care starts at 2:45 pm and ends promptly at 5:45 pm. The After Care drop in rate is \$25 per day per child. The cost if you are late at the 5:45pm pick up time is \$1 per minute per child. This payment is expected within 24 hours of use and can be paid to Compass Montessori School in the front office. If payment is not received promptly then after care will not be available to you until payment is received.