

# Denison Montessori School

## Elementary

### (Grades 1 through 6)

## Drop off and Pick-up\* Procedures

*\*Please note the Elementary pick-up procedure has changed*

**Important Items to Remember:**

1. We have over 400 students arriving and departing Denison daily, most of them by car. Please be patient. Expect that it will take 20 minutes to pick up and drop off your child.
2. All students are eligible to ride the bus, please consider using the bus to reduce the congestion at arrival and dismissal times.

**Parking:**

1. Do not park on the west side of Yates Street nor the south side of Colorado Avenue. These areas are labeled “loading zone” and are for elementary carline only.
2. Do not park in the bus and daycare van zone in front of the school on Yates (marked by Orange cones)
3. Parking is available on the nearby residential streets. Please do not block any of the residential driveways. Be aware that there is street sweeping on the nearby streets between April and November.
4. When parking, park in legal locations and do not block driveways.
5. Do not park or drive in the staff parking lot.
6. DPS Security and the Denver Police Department will issue tickets for illegally parked vehicles.

**Drop off Procedures:**

<b>Before 8:15am: KidSmart</b>	Only for students enrolled in KidSmart. KidSmart is available from 6:30am to 6:00pm.
<b>8:15am to 8:40am: Breakfast</b>	For students eating breakfast at Denison. (Breakfast is served at no cost to ALL students at Denison)
<b>8:30am to 8:45am: Breakfast or Classroom</b>	<ul style="list-style-type: none"> <li>• Drop-off your Elementary student in the car line in front of Denison’s main entrance.</li> <li>• When using the car line:               <ul style="list-style-type: none"> <li>▪ Remain in your car</li> <li>▪ Ensure your child has their materials and is ready to get out of the car as soon as you pull up.</li> <li>▪ As soon as your child has exited the vehicle and is safely on the sidewalk, please clear the car line to allow others to drop off their child.</li> </ul> </li> <li>• Avoid pulling in front of other cars to drop off at the front of the line; please wait your turn. Everyone has places to be and cutting to the front can cause accidents.</li> <li>• Do not double park to let your elementary student out of the car. If cars are already parked in the kiss and go zone, please wait your turn.</li> </ul>
<b>After 8:45am: Tardy</b>	All students arriving at 8:45am or after need to report to the office for a tardy slip.

**Pick up Procedures:**

<p><b>Before 4:00pm: Early Pick-Up</b></p>	<ul style="list-style-type: none"><li>• Early pick-ups disrupt classroom activities. Please do everything possible to schedule appointments so that your child's full day of learning is not interrupted.</li><li>• Please notify Denison's office before 3:00pm. Either a phone call from the student's parent or sending a note with the student is acceptable. If sending a note with the student, please make sure the student passes the note along to his/her teacher.</li><li>• Report to Denison's office to pick up your student. The office will call your student's classroom to have your student meet you at the office.</li><li>• Note the district policy. The school secretary will mark the time the student was picked up. This will show as a partial absence in your student's record.</li></ul>
<p><b>4:00-4:10pm: Regular Pick-Up</b></p>	<p><b>Elementary pick-up will begin as soon as all students are outside on the front lawn</b></p> <p><i>If you have a child in Primary and a child in Elementary, you will need to follow the PRIMARY pick-up procedure.</i></p> <p><b>Option 1: Park and Pick up your child:</b> Please park your car in approved street parking Please do not park on the South side of Colorado or the West side of Yates. These areas are signed "Loading Only" and are utilized for the Elementary carpool line. You may pick up your child on the lawn directly South of Denison's Front Staircase</p> <p><b>Option 2: Carline</b> Turn east onto Colorado from Sheridan Students will be loaded into cars on the West side of Yates between the Front Staircase and the crosswalk on the corner of Colorado. Wait in line on the south of Colorado and pull ahead as the line moves forward Do not enter the carline on from Colorado East of Yates Cars may only join the carline from west of the school</p> <p>Notes:</p> <ul style="list-style-type: none"><li>• Allow 20 minutes for picking up your child!</li><li>• Remain in your car. The Pick-Up line may move slowly, but it also moves constantly so you need to be prepared to move your car forward whenever the line moves.</li><li>• Do not cut in line. As with any line, people already in line and waiting can get upset when another cuts in. If you have just arrived on Colorado Avenue, please proceed to the back of the line.</li></ul>
<p><b>After 4:15pm: Late Pick-up</b></p>	<ul style="list-style-type: none"><li>• Only for students enrolled in KidSmart.<ul style="list-style-type: none"><li>○ KidSmart is available from 6:30am to 6:00pm</li><li>○ Enrolled in an after school activity</li></ul></li><li>• All students will be brought to the office and signed in at 4:10pm. AN ADULT (18 years or older) must sign the child out of the office.</li><li>• Any student remaining at 4:20 will be brought to KidSmart and parents will be responsible for any cost.</li></ul>

