

Denison Montessori School

Primary

(ECE through Kindergarten)

Drop off and Pick-up* Procedures

Due to licensing regulations, all primary students need to be signed in and out of school. Please park your car in approved street parking and go to the primary playground to drop off and pick up your child.

Important Items to Remember:

- 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.
- All students are eligible to ride the bus, please consider using the bus to reduce the congestion at arrival and dismissal times.

Parking:

- 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.
- Do not park in the in the bus and daycare van zone in front of the school on Yates (marked by Orange cones)
- 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.
- When parking, park in legal locations and do not block driveways.
- Do not park or drive in the staff parking lot.
- DPS Security and the Denver Police Department will issue tickets for illegally parked vehicles.

Drop off Procedures:

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Before 8:15am: KidSmart	Only for students enrolled in KidSmart. KidSmart is available from 6:30am to 6:00pm.
8:15am to 8:45am: Breakfast	For students eating breakfast at Denison. Parents of Primary students are to remain with their child during breakfast (Breakfast is served at no cost to ALL students at Denison)
8:45am to 9:00am: Playground	ALL Primary students must be signed in
	<p>Good weather days: Primary students need to be signed in at the Primary Playground between 8:45am and 9:00 am. The Primary Playground is the fenced playground on the southeast corner on the west side of the building. Denison teachers/paraprofessionals will bring the students to their respective classrooms at 9:00am.</p> <p>Bad weather days: Primary students need to be signed in with their classroom teacher/paraprofessional in the library hallway (to the south of the Primary playground). Denison teachers/paraprofessionals will bring the students to their respective classrooms at 9:00am.</p>
After 9:00am: Tardy	All students arriving after 9:00am need to report to the office for a tardy slip.

Pick-Up Procedures:

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11:55am-12:00pm: 3 year old pick up only	Due to licensing, all primary students need to be signed in and out of school. Please park your car in approved street parking and go to the primary playground to pick up your child. 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.
Before 3:45pm: Early Pick-Up	<ul style="list-style-type: none">• 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.• 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.• 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.• 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.
3:45-4:00pm Regular Pick-Up	Due to licensing, all primary students need to be signed in and out of school. Please park your car in approved street parking and go to the primary playground to pick up your child. 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. Notes: <ul style="list-style-type: none">• Allow 20 minutes for picking up your child!
After 4:10pm: Late Pick-up	<ul style="list-style-type: none">• Only for students: Enrolled in KidSmart<ul style="list-style-type: none">○ KidSmart is available from 6:30am to 6:00pm○ Enrolled in an after school activity• 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.• Any student remaining at 4:20 will be brought to KidSmart and parents will be responsible for any cost.