



## Montessori School at Five Canyons

22781 Canyon Ct., Castro Valley, CA 94552

Telephone: 510-581-3729; [montessoricastrovalley.com](http://montessoricastrovalley.com)

### Drop-Off and Pick-Up Procedures

**NOTE: DURING THE COVID-19 PANDEMIC visitors will not be allowed in the building when children are present (including parents - unless absolutely necessary). Please refer to the Arrival and Dismissal Section (page 2) of the Policies & Procedures related to COVID-19.**

- **Please turn your cell phone off during drop-off and pick-up time.**
- Between 8:55 and 9:10 a.m. our staff will be at the gate near the turn-around to receive your child. You don't have to get out of your car. The sign-in binder will be handed to you to sign-in. Your child will then walk to the classroom. You may depart by driving around the fountain. **Don't leave your car in the driveway or in the round-about.**
- Between 11:55 a.m. and 12:05 p.m. and also between 2:55 and 3:10 p.m., our staff will again be at the gate with the departing children. **Please stay in your car.** Staff will help the child get into your car while you sign her/him out in the binder. Move forward to allow the next car to receive a child. Stop in the round-about to buckle up your child; this is your responsibility. For parents who arrive early at these pick-up times (before 11:55 or 2:55) we would like you to please wait outside or in the foyer. The teacher will bring your child to you as soon as he/she is ready. This way we will reduce the confusion among our younger children who are anxiously waiting to follow the routine of going outside to be picked up.
- When you come to the School outside these drop-off and pick-up times, you will need to park your car in one of the parking spaces on the school property or on the right side of Canyon Court up to the school's entrance. **Hold your child's hand in the parking lot at all times!**
- Walk, bicycle, or carpool whenever possible, especially for school events as parking is limited.
- Please do not engage staff in conversation at Drop-Off or Pick-Up times in order to keep the traffic flowing, allow child supervision, or to avoid interruption of the work-period in the classroom. If you wish a meeting time with the teacher call the office to arrange an appointment.