

# DEARBORN HEIGHTS MONTESSORI CENTER

## DROPOFF AND PICKUP SERVICE

*Effective – Fall 2020*

DHMC offers an ARRIVAL “Dropoff” and DISMISSAL “Pickup” service for our families. All children must use our curbside dropoff and pickup service. Unfortunately, parents and visitors may not enter the building at this time. We appreciate your compliance (and patience) with the following procedures.

### MORNING DROPOFF – 8:10-8:25 a.m.

1. Enter the circle drive, located in front of the school building.
2. Drop-off and pick-up of children will be by a family member only unless a required exception is approved by the school.
3. Parents must wear a face mask upon arrival, for both drop-off and pick-up. Children, except toddlers, must also wear a mask.
4. Staff will walk to the car to greet each child. We ask that the child remain seated in the car.
5. Parents complete the parent/child screening form, and enter the temperature provided by the staff member on the form.
  - a. A staff member will take each child’s temperature using a contactless thermometer prior to the child leaving the vehicle.
  - b. Temperatures will be checked again before lunch and at the end of the day. A child with a temperature of 100.4 or over will not be admitted.
  - c. Staff receiving children in the morning will visually check for any signs or symptoms of illness.
6. Car seats must be left with the parents and not brought into the school.

### MORNING PICKUP – 11:30-11:45 a.m. / AFTERNOON PICKUP – 3:30-3:45 p.m.

1. Enter the circle drive, located in front of the school building.
2. Families must place a CAR TAG (provided by DHMC) in the right passenger window. This allows our teachers to identify your vehicle. If you do not have your car tag, you will be asked to park and present proper identification.
3. Your child will be called from his or her classroom and will walk to the vehicle (elementary/middle school students) or be escorted by a DHMC staff person (most toddlers/preschoolers/kindergarteners.)

### BEFORE and AFTER CARE ARRIVALS (7-8:10 a.m.) / DEPARTURES (3:45-6 p.m.)

1. Enter the circle drive, located in front of the school building.
2. Call the front desk at 313-359-3000 to let us know you have arrived.
3. For arrivals, a staff member will greet you at your vehicle and follow the morning dropoff procedures.
4. For departures, your child will be called from day care or latchkey and will walk to the vehicle or be escorted by a DHMC staff person.
5. Please use car tags for departures. Students will not be released to a vehicle without proper identification.

### MOVING LINE PROCEDURES

1. Travel northbound on John Daly from Cherry Hill and turn into the circle drive.
2. Do not block condo driveways or join the line if it backs out onto Cherry Hill.
3. Please do not cut into an already established line.
4. Follow the moving line.
5. Place the car in park. Load or release students from the right side of the vehicle. NOTE: Drivers are responsible for seat belting and car seats.
6. Exit NORTHBOUND ONLY on John Daly.

### ADDITIONAL PROCEDURES AND SAFETY NOTICES

- Only vehicles with DHMC-provided car tags can use this service. Any vehicle without a car tag will be asked to park in the parking lot and present proper identification.
- When using dropoff service, your children must wait in your vehicle until a staff member is present at the curb. You can unbuckle seatbelts and get children ready to exit the vehicle. **However, do not let any child out of your vehicle before staff arrives!**
- Students arriving before the designated dropoff time must remain with their parent/driver. **Children cannot enter the building without being screened by a DHMC staff member.**
- Cutting into a line that is already established, passing, or jumping out of line are not permitted.
- A line cannot form on Cherry Hill. Dearborn Heights police ticket any cars that are not moving, as well as any line that blocks an intersection or slows traffic.
- Please do not block the driveways along John Daly or our school driveways.
- Respect the handicapped parking spaces.