

## Dearborn Heights Montessori Center

### DROPOFF AND PICKUP SERVICE

Effective – Fall 2021

DHMC offers a curbside dropoff and pickup service for our families. All children must use our curbside dropoff and pickup service. We appreciate your compliance with the following procedures.

#### MORNING DROPOFF – 8:10-8:25 a.m.

1. For safe drop-off, car seats must be installed on the passenger side of the vehicle.
2. Enter the circle drive, located in front of the school building.
3. Drop-off and pick-up of children will be by a family member only unless a required exception is approved by the school.
4. Children aged 24 months and older must wear a mask.
5. Staff will walk to the car to greet each child. We ask that the child remain seated in the car.
6. Parents will screen their child(ren) daily using the guidelines outlined by the signage.
  - a. A staff member will take each child's temperature using a contactless thermometer prior to the child leaving the vehicle.
  - b. Staff will visually check for any signs or symptoms of illness throughout the day.
7. 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.)
4. Please use car tags for departures. Students will not be released to a vehicle without proper identification.

#### MOVING LINE PROCEDURES FOR DROPOFF AND PICKUP

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.

#### WHEN USING CHILD CARE BEFORE AND AFTER SCHOOL HOURS

1. Enter the circle drive, located in front of the school building.
2. For arrivals, please walk your child to the front door and ring bell. A staff member will greet you to welcome your child.
3. For departures, call the front desk at 313-359-3000 to let us know you have arrived. Your child will be called from day care or latchkey and will walk to the vehicle or be escorted by a DHMC staff person.

#### 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 be escorted by a parent to the front door. **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.