



## Mackintosh Academy Drop Off/Pick Up Times and Procedures

Morning drop off and afternoon pick up are exciting time periods of our school days. They are also our greatest times for safety concerns. Thank you in advance for studying the procedures for drop off and pick up outlined below. We are all charged with taking care of everyone's children when we are driving on campus in any capacity. Thank you in advance for slowing down, being vigilant observers, and being patient with our students.

### DROP OFF:

**Time:** 8:10am to 8:25am

**Please note that Morning Meetings and classes begin at 8:30 sharp.** Students who show up later than 8:30 disrupt morning gatherings/classes and they usually start their day off stressed.

There are two major ways children get dropped off in the morning.

1. **Parents park their cars and walk students into the building.** This is obviously more common for younger children than older ones, but the culture is open for parents in the morning. We ask for your understanding in ducking out of classrooms when Morning Meetings are ready to begin at 8:30am. Our campus is a beautiful place to hang out with your coffee or tea with other parents to catch up or make new friends.
2. **Parents drop off at the drop off zone** (yellow curb area) from 8:10am until 8:25am. There is a teacher outside opening car doors and greeting students, but after 8:25am children get out and walk inside on their own or with their parent.

### PICK UP:

**Mon-Thurs & Fri (full days):** 3:10pm for K-2 3:20pm for 3-4 3:30pm for 5-8

**Fri (early dismissal days):** 12:10pm for K-2 12:20pm for 3-4 12:30pm for 5-8

Most parents pick up their children via car line, although you are welcome to park and walk in.

### CAR LINE PROCEDURES AND SAFETY:

We use a two-car line up model for pick up. This requires some situational awareness and patience to move children into/out of cars with efficiency and safety.

- The first car (#1) will pull a bit further forward, stopping with the child's car door in front of the parking space directly south of the sidewalk (the spot is coned off).
- The second car (#2) will stop behind the first one, leaving enough room for someone to walk between the cars if needed.
- Students who are capable of getting themselves in and out of cars are encouraged to do so after teachers have said it's ok to walk up. Our faculty and staff will help those students who need it, starting with car #1 and then moving to car #2.
- As soon as car #1 is loaded/unloaded they are free to pull out. Car #2 will follow when ready.
- 2 more cars will then pull up to the open spots and the process will repeat itself.



(see next page)

### **Parking Guidelines:**

- Do not park in the spots immediately north or south of the carline sidewalk – shown in red stripes in the picture. We will have them coned off during school days.
- Only shorter cars may park in the 2<sup>nd</sup> space south of the sidewalk (see the red car with the purple outline). Vans, SUVs and other long vehicles are asked to park elsewhere so that parents picking up kids can pull over far enough to not block the space others need for getting out of the lot.
- One car may park on the north side facing the front of the school (green outline) if that area is not coned off.

### **Let's Keep Things Moving Safely:**

- **Keep the cell phone off** and watch out for cars and kids. No cell call is worth a potential accident.
- In the next few days we will be giving you a sign with your child's name and grade/class in block letters that you can tape upside down to the passenger visor in your car. When approaching the school, flip down the visor so their name is readable by the teachers and we can call their name and have them waiting when you pull up.
- Please limit car line conversations. Talking to our faculty and staff (beyond quick greetings) slows the whole system down. Please make an appointment with a teacher or staff if you would like to talk in depth about anything.
- When you've turned off South Boulder Road and are approaching the school in the morning, prompt your kids to make sure their shoes are on, backpacks zipped, etc. so they're ready to hop out.
- In the afternoon, the street into the school can accommodate two lines of incoming cars – those parked on the shoulder who are waiting, and those who are moving forward to get into the parking lot. Choose to be in one line or the other rather than straddling the two.
- Wait to turn into the parking lot until there is enough room to get all the way through the gates. Cars that are stopped in the intersection block church traffic.
- When you're #3 in line, leave a vehicle-wide gap between you and the loading cars; this allows others who have pulled out of the parking spaces to get past the car line and leave the lot, freeing space for families who are waiting to park.
- If your child is not outside when you arrive, please park in a designated space, or pull around to the street and get in line again so others can load while you're waiting.
- If you are on the street and a car exiting the lot wants to turn left and get back in line please let them in. They were here first and were courteous enough to pull around when their child wasn't ready. Not letting them in jams up the parking lot.
- After your kids get in the car in the afternoon, if they need extra time for settling in and buckling seat belts, pull to the far end of the lot so other cars can load behind you.

If we're all courteous and aware of other vehicles during these busy times, everybody will get in and out faster. We appreciate your help to ensure a smooth, happy drop-off and pickup for all our families. If you have further questions or suggestions please contact me.

Cheers,

JJ Morrow  
Head of School  
Mackintosh Academy - Boulder