



Mackintosh Academy Drop Off/Pick Up Times and Procedures

Morning drop off and afternoon pick up are exciting time periods of the school day. They are also one of our greatest times for safety concerns. Thank you in advance for studying the procedures for drop off and pick up outlined below. Let's slow down, be vigilant observers, and be patient with our students.

DROP OFF:

Time: 8:10am to 8:30am

Please note that Morning Meetings and classes begin at 8:30am sharp. Students who show up later than 8:30 disrupt Morning Meetings and start their day un-centered.

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

1. **Parents park their cars and walk students into the building.** We now have additional parking! This is obviously more common for younger children than older ones, but the culture is open for all parents in the morning. We ask for your understanding in ducking out of classrooms when Morning Meetings are ready to begin at 8:30am. Please note that we have turned 2 parking spots near the front door for parking lasting 10 minutes or less.
2. **Parents drop off at the drop off zone** (yellow curb area) from 8:10am until 8:30am. There is a teacher outside opening car doors and greeting students, but after 8:30 children get out and walk inside on their own. Please note that ALL students, grades K-8th, will be dropped off and picked up in the same spot in the car line and all should always enter the school through the front door of the building. Middle school students should never be dropped off/picked up or walking around outside the middle school wing.

PICK UP:

Mon-Thurs & Fri (full days): 3:25pm for K-2 3:35pm for 3-5 3:45pm for 6-8

Fri (early dismissal days): 12:25pm for K-2 12:35pm for 3-5 12:45pm for 6-8

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

Let's Keep Things Moving Safely:

- **Keep the cell phone off** and watch out for cars and kids. No phone call is worth a potential accident.
- 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.
- 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 gate. Cars that are stopped in the intersection block church traffic.
- When you're #3 in line (see diagram on next page), 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.

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.
- The second car (2) will stop behind the first one
- Students should always exit from the right side of their cars. Our faculty on duty will help those students who need it.
- As soon as cars are loaded/unloaded they are free to pull out. Please be very aware of cars pulling in and out of parking spots, as well as pedestrians.
- 2 more cars will then pull up to the open spots and the process will repeat itself.



PP = Parent Parking

10 mins = Please use these 2 spots for quick stops at school lasting for 10 mins or less.

VAN = These 2 spots are reserved for school vans at all times.

NO PARKING = Please do not ever park along here!

XX = Absolutely NO PARKING during drop off or pick up times! Safety first!

 = Reserved for handicap parking at all times.

We appreciate your help to ensure smooth, safe drop offs and pick ups for all our families. If you have further questions or suggestions please contact me.

Cheers,
JJ Morrow