

CAPITOL HILL MONTESSORI @ LOGAN DROP OFF/PICK UP GUIDELINES



This document details CHML's drop off/pick up guidelines. If you have questions or concerns, please contact PTSO President Erika Hoppes at president@capitolhillmontessorischool.org or subcommittee chair Scott Weishaar at scott.weishaar@bateswhite.com.

Children must be in classrooms by 8:45. Arrive early to avoid traffic.

- Springboard begins at 7:30: Children are fed breakfast and supervised by Springboard staff
- Non-Springboard care begins at 8:15: Children are supervised by school staff on the playground or multipurpose room (depending on weather) and in the cafeteria (free breakfast)
- Beginning at 8:35, arriving students should proceed directly to classrooms after entering the front door and checking in with the security guard on duty
- Middle school students may enter the Annex building beginning at 8:15 am
- Dismissal: Students in primary classes are dismissed at 3:15; all others are dismissed at 4:15. Students are dismissed to either parents/guardians or Springboard staff for after-school care.
 - 3:15–4:15: Primary students may use the playground, but they and their parents/guardians must be mindful that many students continue to receive instruction until 4:15. Use the call button on the playground door to re-enter the building, but please minimize entry/exit.

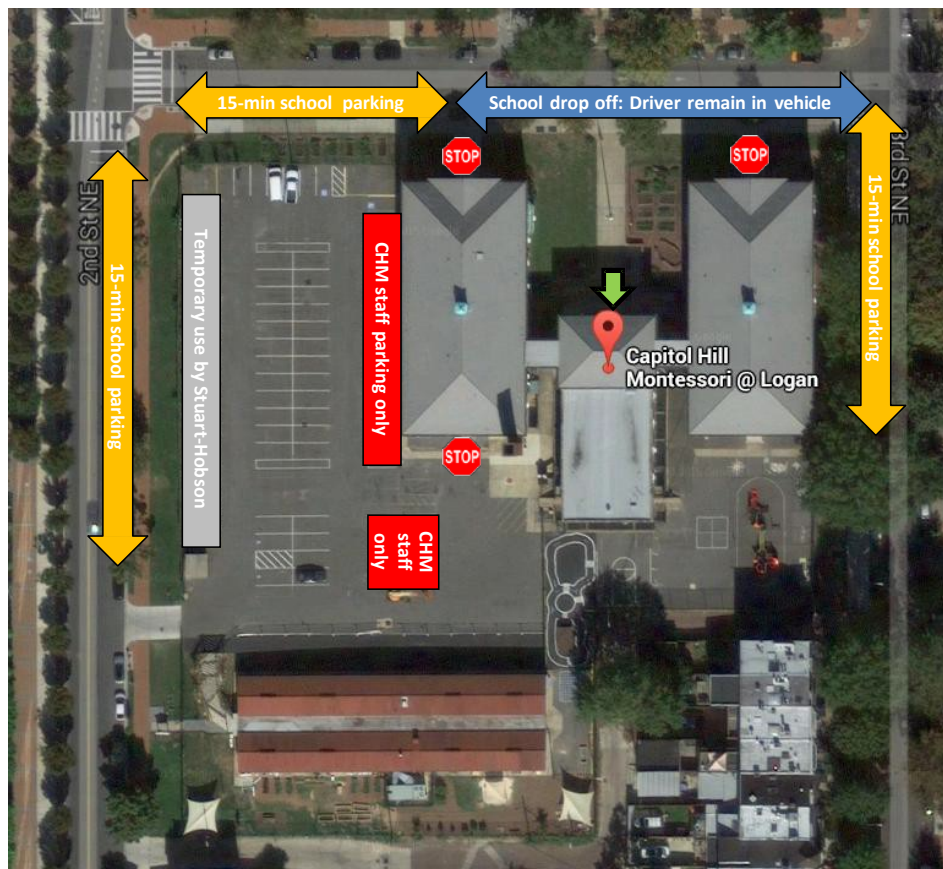
Always enter/exit only through main door in front of the building

- Always enter/exit through the front door of the school facing G Street. Follow the instructions of the guard or attendance counselor at the desk. Be prepared to show ID when entering the school.
- Do NOT enter/exit through side/back doors. The back door off of the parking lot is to be used by staff only. To ensure these doors are secured properly, do not use these doors to enter or exit the building and do not allow anyone in. Encourage others to use the front main door to enter/exit.
- Annex: Enter/exit only through the main front door facing 2nd Street

Parking

- Please consider walking or biking to school to alleviate traffic congestion, burn calories, and reduce emissions. Also consider parking several blocks away and walking to avoid congestion. All pedestrians/bike riders should use the crosswalks or cross at intersections only.

- Parking is available in the school parking lot and on the streets surrounding the school
 - The parking lot is available for drop off/pick up and for school meetings/business
 - Be aware and drive safely in the parking lot, as there are many pedestrians
 - It is NOT to be used as a commuter lot or for other business meetings in the area
 - Do NOT park in spaces designated as “CHM Staff” (identified on map below)
 - Do NOT park in spaces with diagonal stripes (such as near the walkway to the front of the school)
 - Ensure you are parked within the lines of your parking spot to allow others room to park and enter/exit their vehicles
 - Note that spaces currently made available to Stuart-Hobson construction workers (on west side of parking lot) will become available for CHM use upon completion of the Stuart-Hobson project
 - The parking lot is locked at 7:30 every night unless there is an event in the school. The lot will not be reopened until the next school day.
 - As shown in the map below, 15-minute parking reserved for school drop off/pick up is available along 2nd Street (eastbound side), 3rd Street (westbound side), and on a portion of G Street adjacent to 2nd Street. Use these areas if you want to walk your child(ren) into school.
 - The portion of the G Street from 3rd Street to the front walkway of the school is a no parking/standing only zone that can be used for drop off. Do NOT park in this area to walk your child(ren) into the school. You may be ticketed.



- **Be Safe! Be Courteous! Be Patient!** — Do NOT DOUBLE PARK or stop in traffic lane. Have children exit vehicles on CURBSIDE if possible. PULL UP to curb and the car in front of you to allow space for others. Use turning SIGNALS. Do NOT make U-turns. OBEY posted parking and traffic signs. DO NOT BLOCK crosswalks, fire hydrants, driveways, etc. BE POLITE to other drivers and children. RESPECT neighbors’ private property.