

Primary School 2019-2020 Arrival and Dismissal Procedures

After our first full week of school, we hope you have had the opportunity to visit our beautifully improved Brookside campus. To ensure clarity around Primary School policies and procedures related to arrival, dismissal, and generally visiting our campus, we have created the following guidelines in conjunction with the MKA security and operations teams. Please read this information thoroughly and contact psnotifications@mka.org with any questions.

Thank you for your help in creating a safe environment for our community.

Sincerely,

Rachel & the Primary School team

General notes about visiting the Brookside campus:

Whenever you visit the Primary School for something other than student drop-off or pick-up, you are welcome to park in empty, unmarked spots in our parking lot unless otherwise advised. Please be sure to arrive early enough so that you can park on the street and walk over to campus should there be no available spots in the parking lot.

Anytime you come to campus, please do so with consideration for our neighbors and in accordance with all posted parking signs. Per the MKA Handbook, vehicles in carline shall not block driveways nor intersections. The Montclair Police Department may ticket cars that are not in compliance with these regulations.

Arrival

The Primary School day begins in classrooms promptly at 8:00 a.m. Teachers begin to pick up students from the cafetorium at 7:50 a.m. and supervised carline concludes at 8:00 a.m. If you arrive after 8, you will need to park and walk your child into the school building. Soon, all building doors will be controlled by electronic locks that require key cards to access the building. Our security officer, Steve Cristello, will be at his desk after carline concludes and will buzz in all students and parents arriving after 8.

Each class begins its day with a Morning Meeting – this time is critical to developing classroom community, building relationships between students as well as with teachers, and setting the tone for the school day. When students arrive late to school, they miss out on some or all of that important time. Please help your children have the best possible day by ensuring they get to school on time.

*Families arriving for carline before 7:30 a.m. may have noticed that some students exit their cars and are welcomed into the building before 7:30. This early drop-off is limited to MKA faculty and staff children due to the late, unexpected changes to our busing circumstances at the end of summer.

Dismissal

Dismissal begins at 2:20 p.m. and is managed by the Primary School team both in and outside of the building. Students begin heading down to the cafetorium from their classrooms shortly before dismissal time, and we begin dismissing to cars and buses at 2:20. The town of Montclair has asked that all cars in our carline put on their hazard flashers to make it clear that they are in carline and not simply in backed-up traffic on Orange Road.

Signs: please bring your yellow MKA-issued sign to school whenever you come to dismissal. Having these signs both in carline and if you are picking up a walker helps us immensely in getting to know which children should go with which parents and caregivers and to streamline the process overall.

Please help us maintain a safe dismissal process by staying off cell phones while in carline

WALKERS: Please be advised that “walkers” are students who live within walking (or biking) distance of the Primary School campus. **If you do not live within walking distance of Brookside, you may not park on Orange Road or other surrounding roads and walk to the school to pick up your child. This is unsafe, and unfair, to others and goes against school policy.**

Early Dismissal

*Should you need to pick up your child early one day, be sure to communicate this information in advance by emailing psnotifications@mka.org and your child’s teacher(s). Please email by 1:30 p.m. so that faculty and staff have enough time to see your email before we move into the end of the day.

Beginning around 2:00 p.m., Primary School adults are on the move – helping students pack up, putting out cones for carline, and checking for one last pick-up email. Unless a student must leave early due to a doctor’s appointment or other personal matter, **please refrain from arriving to pick up your child early without notification.** Such unexpected arrivals and requests complicate our dismissal procedures and take staff away from their ongoing dismissal responsibilities.

Thank you for your cooperation!