



FREE HORIZON MONTESSORI PK-8

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August 21, 2018

Dear Free Horizon Families,

We had a wonderful first day of school! We heard so many positive things from children, staff, and families. We realize that the afternoon dismissal didn't go as smoothly as we had hoped. We sincerely appreciate everyone's patience, as this procedure and location are new for all of us. Based on our observations and experiences yesterday, we are implementing the following adjustments effective immediately:

MORNING DROP OFF FOR ALL:

- Middle School students must arrive 7:45 – 7:55 am and are dropped at the front of the building. They enter the main doors and proceed to their classrooms.
- Elementary students must arrive between 8:00 and 8:10.
- Primary students must arrive between 8:15 and 8:25.
- If you have children in multiple programs, please drop all of your children during your oldest child's drop-off window. We will connect early arriving students with our Before Care staff at no charge.

MORNING DROP OFF USING CARLINE:

- All drivers need to come down Nile Street to turn left into the parking lot. While we have been allowing cars in off of 10th Avenue for the past two days, we have also been reminding drivers who would open their windows to use Nile instead. Starting next week, we will no longer allow this and those coming down 10th Avenue will need to continue and get into the appropriate line down Nile Street.
- Once inside the parking lot, children should unbuckle, gather belongings, and give hugs right away.
- Our staff will unload all along the orange stripes and ask all children to enter the playground via the sidewalk along the trees. We will no longer have children walk all the way to the front of the line to enter at the gate.
- Elementary children go to the double doors adjacent to the playground and enter to go to class. Primary children go to their teachers under the trees.
- We will have a crossing guard at the crosswalk inside the carline parking lot. Please stop when you see the stop sign held up or proceed forward if the stop sign is not held up.
- Please follow the line to exit the parking lot by turning right onto Nile Street. Please trust our staff to get children where they need to go – stopping to watch as children walk slows the process for all.

MORNING DROP OFF WALKING:

- Children use sidewalks and crosswalks only to get onto the property and navigate to the sidewalk along the trees.
- Guardians who escort their children hug & go at the corner of the building. Guardians are not permitted beyond that point as they are not signed in as visitors.



- Elementary children will enter the building through the double doors adjacent to the playground. Primary children go to their teachers under the trees.

AFTERNOON PICK-UP FOR ALL:

- All guardians need to complete this Google Form (<https://goo.gl/forms/zrxLK1aoLxrbc0Nj1>) indicating your desired default end-of-day preference for your child by day: After Care, Carline, or Walker/Biker. Note that this form only applies to our 3:20 dismissal
- We will assure that students who enroll in Club or Enrichment programs have their dismissal codes adjusted accordingly on the appropriate days.
- We will set the dismissal codes to reflect your default preference.
- We transition PRIMARY After Care students at 3:00 pm. We call ELEMENTARY After Care students using the dismissal codes at 3:17 pm. Students are escorted by designated After Care staff to their After Care rooms (P1, P2, Cafeteria, or Library). Students are then signed into After Care by staff, the official transfer of care.
- See the attached map for location details.

AFTERNOON PICK-UP USING CARLINE:

- Hang your carline placard so that the 4-digit number is visible in your window as soon as you turn onto Nile Street. Note that many cars have shading along the edges and we cannot read text that slides underneath. Our preference is a hanger from the rear-view window.
- Wait for the staff member's thumbs-up to turn into the parking lot.
- Once in the parking lot, flip the placard so we can see your student's name(s).
- Guardians with PRIMARY STUDENTS will turn into the lane closest to the building. All of your students will be gathered together and loaded at the same time in the lane closest to the building. Guardians sign their student out BEFORE the crosswalk, then proceed to the striped area past the crosswalk where students will get into their car. Once students are loaded, follow the car in front of you to either the buckl-up zone or the exit, turning right onto Nile Street. Please use extreme care in this area of several lanes converging.
- Guardians with ONLY ELEMENTARY AND MIDDLE SCHOOL STUDENTS will turn into the outside lane closest to Nile Street. Students get into cars BEFORE the crosswalk, then cars proceed to the exit BEFORE the crosswalk, turning right onto Nile Street.

AFTERNOON PICK-UP FOR WALKER/BIKER STUDENTS:

- We call PRIMARY and ELEMENTARY Walker/Biker students using the dismissal codes at 3:18 pm.
- ELEMENTARY Walker/Biker students proceed independently down the stairs through the main entry to the front parking lot. They use sidewalks to walk home, retrieve their bikes, or meet their guardians as arranged with them. While we will have a staff member in the front parking lot to monitor safety, there is no formal transfer of care to the guardian for 1st – 5th grader Walker/Biker students. This is consistent with the practice of other Jeffco schools located within neighborhoods.
- PRIMARY Walker/Biker students will end their playground time early in order to come line up inside the building to await their guardian. Guardians of PRIMARY Walker/Biker students line up on the sidewalk along the parking spaces in the front lot of the school. A staff member will enter the dismissal number & facilitate sign-out, and the PRIMARY student will come out the front main doors to have the official transfer of care to the guardian.
- Because our school is open until 6:00 pm, the playgrounds and school (including restrooms) are unavailable to those not enrolled in our After Care or Club/Enrichment programs. Those wishing



to socialize are welcome to use the front lawn by the picnic tables along 10th Avenue, noting that all children must be under the direct supervision of their guardian.

It will take time for all of us to settle into our new routines and procedures. In the past, we found the process gels within two weeks. We are going to give these adjustments time to settle before considering whether we need to look at others. All families need to follow these procedures, as deviations take the attention of our staff to manage and detracts from the safety of all. We sincerely appreciate everyone keeping a positive attitude, encouragement, and trust. We will all benefit from an extra dose of patience during our learning period.

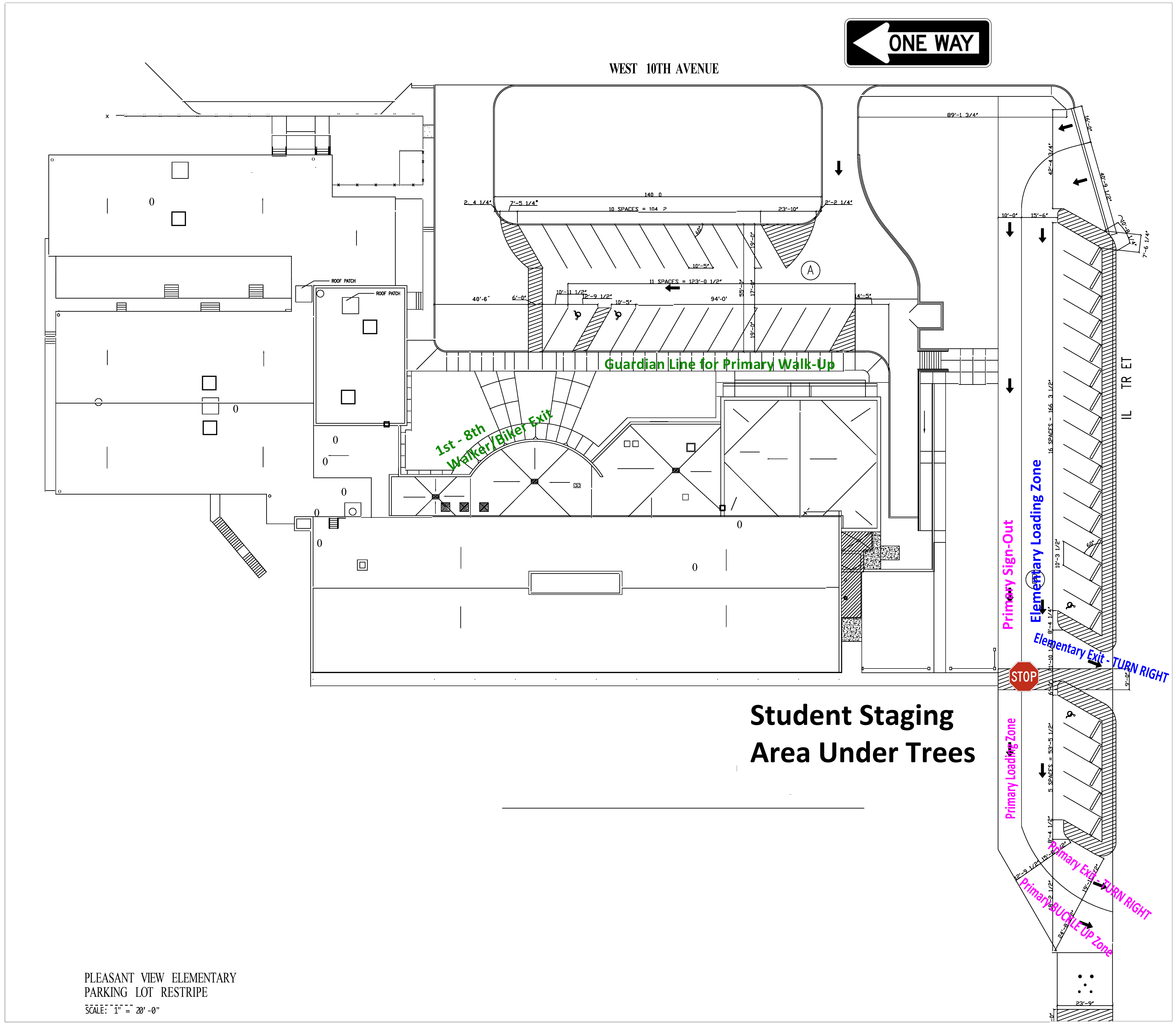
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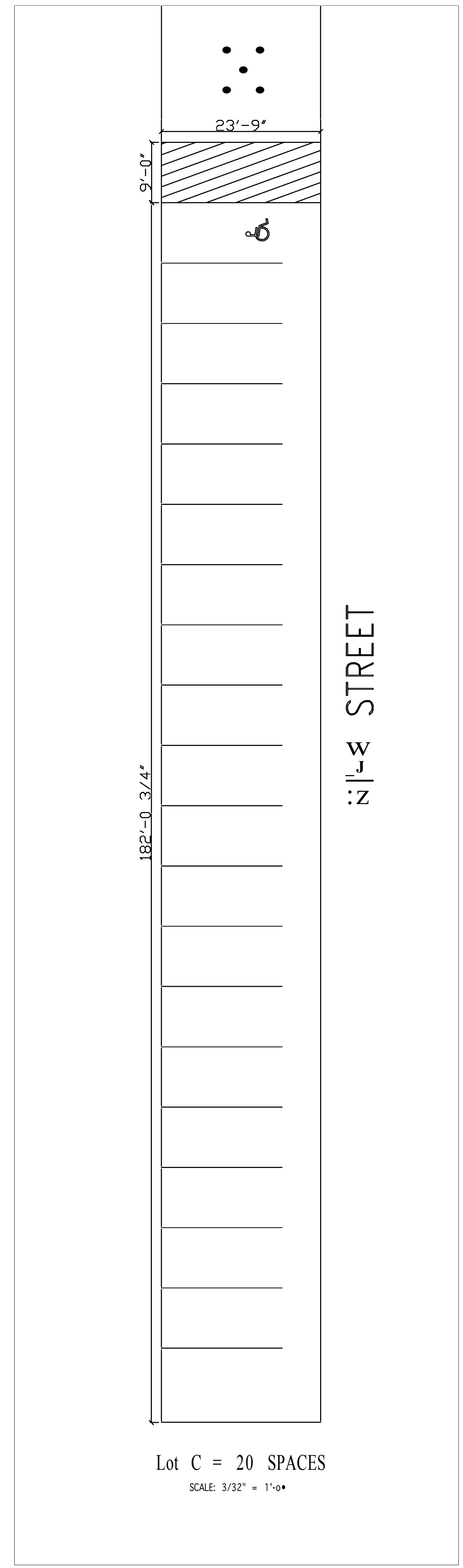
Kresta Vuolo
Principal



END OF DAY PICK-UP PROCEDURES



PLEASANT VIEW ELEMENTARY
PARKING LOT RESTRIPE
SCALE: 1" = 20'-0"



Lot C = 20 SPACES
SCALE: 3/32" = 1'-0"