



# Montessori

ACADEMY OF LONDON

## Oxford Casa Drop-off and Pick-up Reminder 2019-2020

Our Oxford Casa Drop-off and Pick-up Reminder helps to ensure that students are safe at all times and to facilitate ease of parking and departure. Please share these routines with everyone involved in the drop-off and pick-up of your child.

**The two entrance lanes from Oxford are ENTER ONLY.** Please do not exit out of these lanes at any time. During peak drop-off and pick-up times, please use both entrance lanes to avoid traffic backups on Oxford Street.

There are **10 Park & Fly spaces** on the left (east) side of the parking lot. These spaces are used for exiting left into the laneway and turning right onto Waterloo. The existing paved exit must remain open for traffic to leave the lot. Please do not park or stop in this space. This exit also allows you to turn east onto Oxford via Wellington or left onto Wellington and right onto Piccadilly. **Please do not enter the Parking Lot via the rear laneway.**

### What Will Drop-off Look Like?

**Please use the Park & Fly lanes indicated on the map between 8:45-9:00 am for Drop-Off.** Drivers enter from Oxford Street and may pull directly into the Park & Fly spaces; use all five spaces and only then start a second row behind another vehicle. **Please note you may need to wait until the driver of the vehicle in front has returned to their car before you can leave.** Please be careful of children and adults moving in the lot at all times.

Children are to be walked by their parents/guardians from their car to staff members awaiting their arrival. Casa 1 and Casa 4 parents escort their children to the Oxford Street Door (on the front porch), and Casa 2 and Casa 3 parents escort their children to the door just inside the gate. All students must be signed in on their respective classroom clipboards. Please say your 'good-bye' at the door, as parking is limited and other parents are waiting for spots. Staff members are present to help children in stairwells and coatrooms. **Please return to your vehicle as quickly as possible and exit by pulling straight through into the laneway.**

### What Will Pick-up Look Like?

**Pick-up starts at 3:45 pm and ends at 4:00 pm every day.** Please use the Park & Fly spots as in the morning drop-off. Staff will have children awaiting your arrival in the playground. In inclement weather, Casa 1 and 4 students will be dismissed from the Oxford St. entrance, and Casa 2 and 3 will be dismissed from the entrance closest to the gate. Your child's teachers will be just inside the entrances. Once again, parents/guardians must sign students out on their respective classroom clipboards.

*Continued on page 2*

[www.montessori.on.ca](http://www.montessori.on.ca)

Montessori Academy of London • 711 Waterloo Street, London, Ontario N6A 3W1

Phone: 519-433-9121 Fax: 519-433-8941



# Montessori

ACADEMY OF LONDON

## Important Reminders

- Please inform all family members and others involved with dropping off and picking up your child of these procedures.
- Please notify the school by 3:00 pm if there are changes to the drop-off and/or pick-up routines. Photo ID will be required.
- Notes about Extended Hours, changes in who will collect your child, etc., should be in writing and delivered to the teacher in the morning. Parents are welcome to leave voicemail messages at the school in the evenings, or before or after school hours.
- If you need to come to the school and stay for longer than five minutes, please park on Wellington or Piccadilly Streets.
- **Please hold your child's hand at all times** while moving in the parking lot. We will stress the importance of this with your child. If they are waiting for you outside your car, ask them to touch the car with one hand as it keeps them close to a larger object than themselves.
- Please refrain from parking in the laneway or other driveways around the school. These spaces are private property.

Thank you for your anticipated cooperation. If you have questions, please contact me at [kcrouse@montessori.on.ca](mailto:kcrouse@montessori.on.ca) or 519-433-9121 ext. 222, or speak with your child's classroom teachers.

Sincerely,

Kristen Crouse  
Academic Director

[www.montessori.on.ca](http://www.montessori.on.ca)

Montessori Academy of London • 711 Waterloo Street, London, Ontario N6A 3W1

Phone: 519-433-9121 Fax: 519-433-8941