

# Kiss-N-Ride Procedure

2011-2012

New Day Preschool has a Kiss-N-Ride Procedure for our students. This program has been implemented to provide a solution to the limited parking available at Rockville United Methodist Church. I want to thank you in advance for your cooperation in this effort. It only works if we work together.

This procedure will start the second week of school, on Monday September 12, 2011 and will continue until the end of the school year. Parents have an opportunity to escort their children to class during the first two weeks; this will give parents and children a chance to feel comfortable with the school, but on September 12<sup>th</sup> *WE will deliver the children Kiss-N-Ride style.* **Please read these procedures carefully. This is a change from previous years.**

## Arrival of Children

Parents and students should arrive between 8:50 and 9:00 am. At 8:50 we will open the doors and escort your children to the Narthex. The Narthex is the large entry foyer to our church. The students will wait for their teachers on color-coded rug runners. Every classroom has a color code. At 9:00 our teachers escort the children to the classrooms. Several Teacher Assistants will wait until 9:10 to escort late arrivals. ***If you arrive after 9:10 and the Narthex doors are closed you need to enter the building by the office door to the left of the drop off area.*** This hallway will lead you to the Narthex: you will go up the stairs, past the Directors office and to your child's classroom. When you reach the classroom you will need to sign your child in. This is a requirement of Montgomery County; we need to know who is in the building at all times.

You may arrive via the West Montgomery Ave. or West Jefferson Ave. entrances to Rockville United Methodist Church (RUMC). **If the entrance is full of cars, please go around the block and enter again, this is a busy intersection and we want to avoid any accidents.** Cars arriving from the W. Jefferson entrance will form the outside lane. Cars arriving from the W. Montgomery Ave. entrance will form the inside lane along the sidewalk behind the church. Orange cones will identify the drop-off location; we have enough returning students, I feel confident this will be easy for our new parents. Just follow the car in front of you. There will be an employee of the school to direct traffic. Cars will stop for unloading of children. Employees will unload eight cars at a time. These cars will then leave the parking lot and the next cars will move forward.

**Please do not leave your vehicle for any reason. We will escort your child; we need the traffic to flow in order for this to work efficiently.**

## **Dismissal of Children**

Dismissal begins at 12:30 pm and ends at 12:40 promptly. Promptness is essential. There is a \$ 1.00 per minute late fee charged after 12:40 pm. Of course we will complete the end of the line, but I can't tell you how many times we wait for parents as long as fifteen minutes after 12:40. This is very upsetting to the children. The teachers and assistants need to get back to the classroom in order to prepare for the next day.

Two cards with carpool numbers will be provided, one for the primary pick up person and the other for secondary drivers. If additional cards are needed just contact the NDPS office. The parent or authorized pick up person should hang this card in his/her rear view mirror. Please make sure it is visible as you pull into the parking lot. Your child's backpack will also be labeled with a similar laminated card so we may quickly identify your child.

If you do need to park because you are visiting/volunteering you may use the RUMC parking lot located directly across from the white house on West Jefferson Ave. For your safety, please use the cross walks at West Jefferson Ave. and Falls Rd. to get to the school. All streets in Rockville are extremely busy and the cars move very fast around the corner of West Jefferson Ave.

Everyone must proceed through the Kiss-N-Ride car line, as there is no available parking in the Church parking lot. Please do not drop-off/pick-up students at the classroom during Kiss-N-Ride time. Teachers are very busy escorting students to/from the Narthex area and cannot properly supervise your child in the classroom during this time. It is imperative we follow this procedure for the safety of all the children attending NDPS.

We must know where every child is at all times. If you walk, please escort your child to the Narthex area of the church where there is appropriate teacher supervision.

If your child is going home with a different carpool family, a hand written note explaining the arrangement should be sent to the school office via the teacher. Please make sure to give that person a laminated carpool tag. This will avoid any confusion. If due to extenuating/emergency circumstances the pick-up arrangements are changed during the school day, please call the NDPS office and provide both carpool numbers so that we can send your child home with the appropriate person. This person MUST be listed on your Authorized Person Form attached to this procedure. In the interest of safety, no carpool changes will be allowed on the basis of a child's verbal message.

**Cell phone use is not permitted in the car pool lane. We have found that the use of cell phones is too distracting while cars are moving forward in the Kiss-N-Ride lane and especially during the loading and unloading of your children. Please keep your full attention on the children.**

**Please finish your calls before getting into the Kiss-N-Ride lane.**

### **Separation Problems**

Remember, you may escort your child to class for the first two weeks of school. This will help in easing the transition to school and away from parents. Also, they will get to know the teacher and assistant who are working in their classroom and will feel comfortable when she greets them at their car. Most children adjust quickly to routine and will respond well to this procedure. Keep in mind that if your child is having difficulty separating, a quick break is better than a prolonged good-bye.

### **Communication with teachers**

There are many ways in which you can share questions/concerns with your child's teacher or the director with this program. Notes, telephone calls, e-mails, scheduled conferences etc. are all ways in which we can communicate. There are many times to visit NDPS as well: Student Orientation Day, Back to School Night, field trips and other special events. We encourage you to volunteer. Please look over the Parent Volunteer Form you receive at Orientation. New Day Preschool is proud of the great number of involved parents and we want to continue this tradition. After all, research has shown that "parent involvement has a direct correlation to your child's success in school".

# Kiss-N-Ride Authorization

## 2011-2012 School Year

The following person(s) are authorized to pick up my child(ren) from New Day Preschool. For your child's safety, identification may be required.

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Student's name

1. \_\_\_\_\_  
parent's name, address and phone number

2. \_\_\_\_\_  
name, address and phone number

3. \_\_\_\_\_  
name, address and phone number

Please return this form no later than Sept. 7th.

# New Day Preschool

