

The Montessori School of Laguna Beach

DROP-OFF, LATE DROP-OFF & EARLY PICK-UP POLICIES

2023-2024



DROP- OFF POLICIES

Please allow ample time for carpool drop off.
Signing in children legibly is mandatory, we will be transitioning into electronic check in.

Extended Day - Main Gate

Early Daycare 7:35 – 8:00AM

****For extended day children only.**

FOR PP extended day children

- Please park your car
- Hold your child's hand and walk them to the main gate
 - Call the school 949-494-2411

FOR PPP extended day children

- Please park your car
- Hold your child's hand, walk them to PPP Patio
 - Ring the bell

ALL PP Children Carpool Dropoff - Main Gate

Between 8:00 – 8:30

- Pull car forward to first cone and turn off engine
- Parents stay in the car, teachers will receive the child
- Have students stay in the car until teacher opens the door

PPP Drop-Off at Patio Gate

BETWEEN 8:00-8:30 AM

- Please use front church parking lot
- Please make sure to hold your child's hand
- Walk up the stairs to the patio gate
- The teacher will receive your child

****LATE DROP- OFF ALL CHILDREN (PP & PPP) AT THE MAIN GATE**

BETWEEN 8:30-8:45am

1.PARK YOUR CAR

2.PLEASE CALL SCHOOL 949 494-2411

3.WALK YOUR CHILD TO THE MAIN GATE

(OFFICE STAFF IS BETWEEN RECEIVING & DROPPING LATE ARRIVALS PLEASE BE PATIENT)

Please email school at least a day in advance to request alternative pick-up/drop-off times so we can best accommodate scheduled doctor's appointment or any other unforeseen events.

While we want to accommodate the needs of our parents, we want to also protect an uninterrupted learning environment for the children and teachers. Keeping all this in mind we ask you to drop off your child at these following times:

Alternative Pickup/ Drop – Off Schedule

11:15- 12:15 PM

After 2:30 PM

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PICKUP POLICIES

Half Day Pickup

PP

12:00 – 12:15 at Main Gate
Carpool at Main Gate

PPP

12:00- 12:15 at PPP Patio
Park your car in church parking lot
Come up the stairs to PPP Patio to receive your child

Full Day Pickup

PP at Main Gate

3:00 – 3:15PM

Carpool at Main Gate

PPP

3:00-3:15PM at the PPP Patio
Park your car in church parking lot
Walk upstairs to PPP Patio to receive your child

Extended Day Pickup*

PP and PPP

3:15 PM– 5:00PM At Main Gate

After 5:00PM PPP Patio Gate

Park your car

Walk up to the Patio Gate

Call the school 9494942411*

****For safety purposes it is required to call the school when you arrive and are ready to receive your child.***

Hours	Drop-off/Pickup Schedule What to Do
7:35 – 8:00AM	Walk up to the appropriate gate and call the school 949-494-2411
8:00 – 8:30AM	Carpool Drop-off
8:30 – 8:45AM	Late Drop-off, park and call the school
11:15- 12:00PM	Alternate Late Drop-off
12:00- 12:15PM	Carpool Pick-up
3:00-3:15PM	Carpool Pick-up
3:15 – 5:00PM	Walk up to the main gate and call the school
5:00- 6:00PM	Pick up at PPP Patio