



# The New School Montessori Center

Pick-up, Drop-off, and Carpool Procedures

2025-2026

## New Route to Nido

To enhance student safety and limit disruptions in the UE and LE1 outdoor classrooms, the sidewalk outside these rooms is closed. Please follow the blue highlighted route (see image) to access the Nido gate.

These updated foot traffic routes align with ongoing plans coordinated with our site developers, engineers, and the Town of Holly Springs, providing a framework to guide long-term campus development.



# Morning Arrival

Drop off for all programs is 8:20 AM

## Arrival locations

**Nido:** Classroom gate (upon arrival)

**EY:** Classroom door (until 9 AM)

**CH & Elementary:** Carpool (8:20 to 8:40 AM)

**Note:** Families who park in the upper lot to bring their child to the carpool door during carpool hours must check in with a staff member before their child enters.

All arrivals after the designated drop-off times should use the intercom at the carpool door to request assistance from an administrator. Nido families should go directly to their classroom.





# New Morning Carpool Procedure

**8:20–8:40 AM:** The lower parking lot is reserved for carpool traffic only during this time, with the exception of Nido families and those using handicap spaces. All other families should park in the upper lot and use the marked path to reach the school.

Upon entering carpool, select **Lane One** or **Lane Two**—larger vehicles should stay in Lane One for greater maneuverability. Once in a lane, do not switch into the other lane.

Please open the Child Pilot app after entering your lane and proceed to the loading zone.



## Carpool Procedure cont.

When you enter the loading zone...

You will pull forward until you reach the staff member with the stop sign or the car in front of you stops.

After you stop, you will put your car in park.

Staff member will come around with QR code to sign in students

Staff members will move into in the loading zone to supervise students exiting cars.

Your children will exit the car and proceed directly to the sidewalk.





## Carpool Procedure cont.

ONLY cars in the loading zone should allow their children to exit the car. Students will then proceed to enter via the carpool door.

If your child is unable to exit the car, you will be asked to proceed to the upper lot to park and walk to the carpool door.

After all children in each loading group exit their cars, staff will signal each lane to move forward. Cars will then merge into a single lane to exit. Please remember that all cars must turn right onto Sunset Lake Road during all carpool hours.



# Afternoon Departures

Nido, EY, & CH: 4:00 pm

Elementary: 3:30 pm

## Departure Locations

Nido: Classroom gate

EY: Classroom backdoor

CH\*:

- Playground
- Carpool (if they have an elementary sibling)

Elem\*:

- Carpool

**\*NOTE:** No early release is allowed immediately before carpool (2:45–3:15 PM) unless pre-approved by administration.





# Before Care\*

Time: 7:30 am

Location: Yurt

Who: CH and Elementary

**\*NOTE:** You must be enrolled in Before Care in order to use this service. If you are interested in enrolling, please contact [billing@montessoricenter.org](mailto:billing@montessoricenter.org). Space is limited and on a first come first serve basis.





# After School\*

## Children's House

Time: 4:00–5:00

Location: Pre-Elementary Playground

## Elementary

Time: 3:30–5:00

Location: Large Field

Inclement Weather: Locations will be communicated via Child Pilot

Extended after school: 5:00 to 5:30 (All levels combine)

**\*NOTE:** You must be enrolled in Before Care in order to use this service.

