



## Drop-off and Pick-up Procedures

February 2023

### Introduction

Montessori philosophy speaks to supporting the child's academic development and social and emotional well-being, through promoting independence. As an educational institution the safety and security of the children while in our care are of the utmost importance.

As the school has grown from 100 children and 14 staff in four buildings to 180 children, and 30 staff in seven buildings, along with an extensive aftercare and extra-mural program, the complexities of ensuring all children are where they need to be at the correct time and that only authorized adults are allowed on campus or to collect children, has grown exponentially.

The physical setting of our school also poses challenges. We are unable, like many of our neighbouring schools, to control access to our campus by stickers on vehicles as we have a small parking lot with logistically tricky access at one entrance and no parking lot at the other. We also are not a large enough school to have a different campus for different ages children and thus in general, the same policies need to apply across the school for all age groups.

It is for these reasons, along with many other considerations, that we will continue to adopt the Transparent Classroom sign-in and sign-out system that will be checked by school staff at the school gates. We encourage parents to become familiar with it, as it is quite a simple process if you have the webpage saved to your phone's home screen and have memorised your pin.

### **SAVE/BOOKMARK THIS LINK FOR SIGNING IN AND SIGNING OUT:**

<https://www.transparentclassroom.com/dd/sYUiP466FWzSLq8V-cnA?locale=en-GB>

While we are continuing with drop-off at the school gates in the morning, we will change pick-up to on-campus collection across all phases. The pick-up screen needs to be shown by adults to gain access to campus, to ensure only authorized adults are on the school grounds. Please be considerate of the small parking lot and do not linger on campus once you have collected your child/children. Teachers will be available to greet but please schedule a time for a meeting if you have anything of importance to discuss with the teacher.

Please read below on how to proceed with drop-off and pick-up. Please let us know if you have a situation that is not covered by this document, and we can discuss how it can be handled and then make amendments to the process document.

### **Drop-off**

Drop-off takes place at both the front gate and the farm gate. Staff are available to meet Toddler and Pre-School children at the gate and ensure they make their way to their classrooms.

### **Drop-off times**

<b>07:30 – 07:45</b>	<b>Elementary &amp; Siblings</b>
<b>07:30 – 07:45</b>	<b>Pre-school Y3's (Mon to Thurs only)</b>
<b>08:15 - 08:30</b>	<b>Pre-school Y2's, Y1's &amp; Toddlers</b>

Drop-off takes place at both the front gate and the farm gate during these times. All late drop-offs need to take place at the front gate as teachers are unable to unlock the farm gate during their teaching hours.

### **Signing in for drop-off**

Parents are required to sign their child in on Transparent Classroom in the morning before drop off. You need to please show the screen to the staff member on duty.

It's important to note that signing in means that parents are transferring their child over to be in the school's care. We use this information in the case of an emergency such as a fire roll call. Please do not sign your children in prior to reaching the school's premises.

By prior arrangement, we are able to accommodate Elementary children who can walk to or from school on their own. Please discuss this with the Head of Education.

### ***First day of school***

Parents are invited to bring their children to the classroom on the first day of school. Thereafter, children need to be dropped off at the front gate.

### ***If a child is absent due to illness***

Parents are required to do the screening at home, select the "Yes, the child is sick" option and WhatsApp the school's number 076 856 4029.

### ***If a child is absent due to being away on vacation***

If a child is absent due to being away on vacation; parents need to ensure that they communicate this via email directly to the teacher and stipulate as to when their child will be returning to school. Teachers will ensure that this is marked off as 'vacation' on TC when doing the daily attendance register.

### **Pick-up**

Pick-up takes place on campus for all students:

**Toddlers:** Top of the toddler stairs

**Pre-School Giraffes:** Amphitheatre outside the Elementary classroom

**Pre-School Zebras:** Deck outside the Elementary locker room

**Elementary:** Outside the office entrance

**After Extra-murals and aftercare:** Under the trees at the school's entrance

In the case of badly rainy weather, children will be brought to the gate for collection. Please no children's umbrellas on campus.

### ***Pick-up times***

<b>12:15</b>	<b>Toddlers (Mon to Fri)</b>
<b>12:30</b> <b>(12:00 on Fridays)</b>	<b>Pre-school</b>
<b>13:30</b> <b>(13:00 on Fridays)</b>	<b>Lower Elementary</b>
<b>14:00</b> <b>(13:00 on Fridays)</b>	<b>Upper Elementary</b>

Staff are available for a 15-minute window for pick-up. After this time, children will be placed in ad-hoc aftercare as staff have other duties to perform.

### ***Signing out for pick-up***

You need to please show the sign-out screen at the front gate to gain entry to the campus. The farm gate is not open for pick-up.

### ***If a child is being collected by someone other than the parents/guardians regularly***

1. Parents need to ensure that the alternative person is listed as an approved adult on their child's profile on TC. This can be done by updating your child's profile on TC or sending a request by email to [secretary@steppingstones.org.za](mailto:secretary@steppingstones.org.za).
2. **Parents need to ensure that they provide the alternative person with the link <https://www.transparentclassroom.com/dd/sYUjP466FWzSLq8V-cnA?locale=en-GB> and their 6-digit drop-off pin to be able to sign their child out and present this to security at the gate.**
3. Alternatively, grandparents or nannies with no smart device or flat phone batteries can use the cell phone that the security guard has in their possession. **In this case, parents need to ensure that the adult collecting their child is equipped with the 6-digit drop-off pin.**

### ***If a child is being collected by someone other than the parents/guardians on an ad-hoc basis***

1. Parents need to leave a note on TC when signing them in, **in the morning** of the alternative arrangement. Please do not send a note to teachers.
2. If there is a note on TC, the teachers will sign the child out when they are handed over to the designated person.

### ***Last-minute arrangements***

1. For any last-minute arrangements that arise during the course of the day (i.e. playdates, alternative collections, etc.) please log in to TC and complete the drop-off process at which time you can leave a note.
2. If there is a note on TC, the teachers will sign the child out when they are handed over to the designated person.