

## **Exhibit A1: Addendum to Student Handbook**

Estrellitas operates by virtue of a special exception from the Board of Zoning Adjustment. In order to maintain our license and approval we will implement the following Pick-up and Drop-off measures which must be adhered to:

### **Pick-Up and Drop-Off Policy and Procedures**

- A designated staff member will be at the front of the building when you arrive to drop off students. The staff member will use a walkie-talkie or similar mechanism to contact the teacher when a student arrives. The caregiver will hand-off the student to the designated intake staff person. The teacher will meet the staff member and student up front and walk the students back to the respective classrooms.
- Pick-up will be executed in a similar fashion where the teachers will be called and there will be designated staff bringing the children up front to meet the parent/caregiver. The teachers will prepare students for pick-up (backpacks packed etc.) in advance to expedite pick-up.

### **Parking Policies and Alley Use**

- Prohibition of U-Turns and Double Parking: U-turns and double-parking are prohibited during drop-off and pick-up at all times.
- The adjacent neighbors use the alley to access their garages and parking spaces. In order to prevent any conflict with neighbor's vehicles, pick-up and drop-off in the adjacent alleys is strictly prohibited.
- Similarly, parking in the rear of the property is exclusively reserved for the use of staff. Note: If your child has any special needs requiring a designated parking space, appropriate accommodations can be made.
- The primary pickup/drop-off area is located on Peabody Street in the designated area in front of the daycare. Parents may also park in other legal and available parking spaces, particularly on Peabody Street, between 2<sup>nd</sup> Place, NW and 3<sup>rd</sup> Street, NW.
- Parents may not block traffic waiting for a parking space directly in front of the daycare.
- Bicycle parking and a designated stroller parking area will be located in front of the daycare. Desired access to bicycle parking spaces will occur from the public alley. This would minimize conflicts with sidewalk and vehicle pickup/drop-off operations.

### **Penalties and Enforcement for Violating these procedures**

- Staff monitor pick-up and drop-off and will enforce all policies.

- The first time a parent or caregiver violates any of the aforementioned policies, a written warning outlining the violation will be issued to the parent or guardian.
- The second violation of any of the aforementioned policies will result in a monetary penalty of \$50.
- The third violation of any of the aforementioned policies will result in termination of your child from Estrellitas Montessori.

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Name

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Date