

ECC TRAFFIC PATTERNS

MECC SAFE TRAFFIC PATTERN

FOR AM & PM ARRIVAL
AND DISMISSAL
BY CAR



MECC SAFE TRAFFIC PATTERN

Please contact the Preschool Director at any time if you have questions, concerns or suggestions regarding the ECC Car Line Traffic Rules.

1. **ALL CARS MUST ENTER THE MECC DROP-OFF AND PICK-UP LINE AT HUNTINGTON AVE.** at the end of Rice Street.
2. **ALL CARS CONTINUE ON RICE STREET FROM HUNTINGTON AVE TOWARD THE MECC.**
3. **ALL CARS MUST YIELD AT EACH DRIVEWAY ON RICE STREET.** As the cars move forward, **please DO NOT BLOCK DRIVEWAYS on Rice Street.** Many of our community neighbors were here long before the MECC. All of the people living on Rice Street deserve to be able to enter and exit their homes with ease. Please be mindful and respectful of our community neighbors and pay attention to leaving the driveways open as you wait in line.
4. **PLEASE STAY CLOSE TO THE RIGHT CURB AS YOU TRAVEL DOWN RICE ST** to ensure a free flow of traffic and to be sure emergency vehicles have room to pass if necessary.
5. **MODEL YOUR BEST BEHAVIOR-** both with the words you use and with tone of voice you choose when communicating with other drivers, pedestrians, staff and neighbors. Please refrain from using inappropriate language and/or hand gestures. Always use appropriate communication skills, choosing the best, most polite means of communication. Children learn what they live. We are our children's first teachers and need to model appropriate behavior at all times.
6. **ALERT MECC STAFF IF YOU SEE SOMEONE WHO NEEDS A REMINDER ABOUT FOLLOWING THE SAFETY RULES.** The MECC staff will issue reminders to drivers.

-We respectfully request that parents utilize the Pick-Up/Drop-Off Line at all times.

-Please review the attached map for the correct, safe traffic pattern. Adults who bring children to the Center will be given a color coded number tag to be placed in the vehicle window at arrival and dismissal times.

-Each classroom has an assigned color for backpack identification tags, folders, and color-coded number tags for our drop off/pick up line. These items will be given out when your child begins the program.

-The Preschool entrance is on Washington Street and should be used for late arrivals and early dismissals. We ask that you walk your child into the building and sign in at the desk. The receptionist will walk your child down to his classroom. This should not be a daily routine, but may be an occasional necessity.

-If you need to pick up your child early, please call the main number, or send a note in your child's backpack. Enter the Washington Street entrance, stop by the desk and sign in. The receptionist will call down to the classroom. You will need to sign your child out as you leave the building.

-Children **will not** be released to adults other than parents or guardians without a written note sent via backpack mail. ID will be requested.



ARRIVAL AND DISMISSAL

ARRIVAL TIME	DEPARTURE TIME
A.M. drop off time: 8:45 am	A.M. pick up time: 11:30 am
P.M. drop off time: 12:20 pm	P.M. pick up time: 3:00 pm
ABA drop off time: 8:50 am	ABA pick up time: 3:00 pm

PK-3 sessions are Monday and Wednesday or Tuesday and Thursday (A.M session only)

PK-2 sessions are Monday – Wednesday. On Thursdays, only children with identified Special Needs, and, determined at a TEAM Meeting, attend the PK-2 program.

PK-1 sessions are Monday – Thursday

ABA sessions are Monday – Friday

Drop-Off:

Arrival is at 8:45 AM for morning and ABA sessions, and 12:20 PM for afternoon sessions. Arrival time and Opening Circle are key social components of the preschool day. It is important to your child's adjustment and sense of contributing to her classroom, as well as the smooth running of the program, for you to be on time when dropping off your child. The arrival door closes as soon as the line is done. This allows staff to be available in the classrooms for arrival transitions and the start of Opening Circle. If you are running late, and the door is closed, you will need to walk your child into the building, sign-in in the visitor's log, and then a staff member will walk your child to the classroom. Staff will not be able to have lengthy discussions at this time. Please remember to ALWAYS sign in so we know who has been in the building at all times.

Pick-up:

Dismissal is at 11:30AM for morning and 3:00PM for afternoon. Parents should be available to pick up their children at these times. Parents are responsible for seeing that their child is picked up on time, regardless of who will be transporting the child. If something happens and you are running late, please call the school to let us know! Unfortunately, calling does

not excuse families from late fees, but does provide us with more concrete information to be able to comfort your child.

When the last car in line is gone, the doors are closed and locked. This applies to both Arrival and Dismissal. For Dismissal, children picked up after this time will be considered late. Parents whose children are picked up after closing time will be charged \$5.00 for the first 15-minutes or part of 15 minutes that they are late and \$10.00 per 15 minutes subsequently. This includes families who are not available when the Special Education Transportation attempts to drop their child off. *** **Late fees are to be paid before the child returns to school.**

Transportation Forms:

Transportation forms are required with any change from family transport. If someone besides a parent is picking up your child, we need a transportation form from you, on file, letting us know the specific dates and people involved. Please make the person picking up your child aware that he or she needs a photo I.D. in order for us to release your child. ***We will not release your child to any other adult without your advanced written permission.***

For those who will be carpooling, a form may be completed at the start of the school year, outlining the specifics; a separate form is required from each family participating in the carpool.

Arrival and Departure Car Line Etiquette:

In an effort to move things along in an orderly fashion:

- Please be conscientious about the driveways on Rice Street as you are waiting and please do not block driveways.
- If there are cars parked on the street please do not pull around them until you can pull in front of them. If you end up parked next to them you will block oncoming traffic.
- Please do not cut off the car line by short cutting across Short St. or coming up Rice Street from Rte.85/Bolton Street. This is unfair to those who are following the traffic pattern that we have set forth in collaboration with City officials.
- Please have your child ready and waiting in the car until a staff member approaches your car to greet your child.
- If your child removes his/her jacket please begin to re-dress them before the staff get to the car. Also, please have them finish any snacks prior to leaving the vehicle.
- Your child must remain in his/her car seat, buckled in, until you remove him/her to greet the staff member who will escort your child to the building.
- **Please leave family pets at home;** some staff are not comfortable approaching vehicles when there is a pet inside and others have allergies.
- Please secure your vehicle so that the staff may transition your child safely.

CAR SEAT SAFETY

To read the law visit <http://www.carseatlaws.com/massachusetts-car-seat-laws>

MA Child Car Seat Laws [Chapter 3: Safety First](#) also covers the Child Passenger Restraint Law in Massachusetts. Important points include:

- o Children 12 years old and younger must ride in [federally approved child safety seats](#) until they are five years old **and** weigh at least 40 pounds.
- o Children older than five but younger than 12, who weigh more than 40 pounds, must ride in booster seats or use safety belts.

It's crucial to note that it's not age that determines when a child no longer has to ride in a child safety seat, its weight.




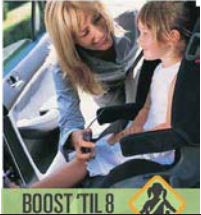
Cell Phones and Texting

Cell phone restrictions: All drivers younger than 18 are banned from all cell phone usage.

Texting restrictions: All drivers, regardless of age or license status, are banned from texting while behind the wheel.

We are sorry that we will not be able to release your child to anyone who does not have the appropriate safety seat available to transport your child.

Marlborough Public Schools MECC Car Line Drop off and Pick up Protocols

1	2	3	4
			
<p>Stay in Line. Do not pass any cars in the line.</p>	<p>Put your car in park. Secure your car.</p>	<p>Hang up your phone. Be Present.</p>	<p>Greet your child, smile and say "Hello!"</p>
<p>Children exit the cars on the right and left sides of the car. For the safety of all, please stay in line, waiting patiently, at all times.</p>	<p>When you arrive at the drop off or pick up spot, be sure to put your car in park! Three staff members have been partially dragged forward by cars that have not been secured.</p>	<p>Please – no texting in the car line and kindly hang up the phone when you enter the ECC driveway. Distracted drivers are a danger to students and staff.</p>	<p>When your child enters the car, kindly greet him or her; offer a welcome and a loving smile. That will be a pleasant start as you both enjoy the rest of your day together! ©</p>

As always, continue to be aware of the driveways on Rice Street and leave plenty of space for free access into and out of residences. **Please Do Not Block Driveways.**

If you have any questions or comments, please call the ECC Director, Rebecca Zieminski at 508-460-3503 or email zieminski@mps-edu.org .

We appreciate your cooperation as we work together to ensure a **safe**, happy and successful transition for all students to and from school each day.