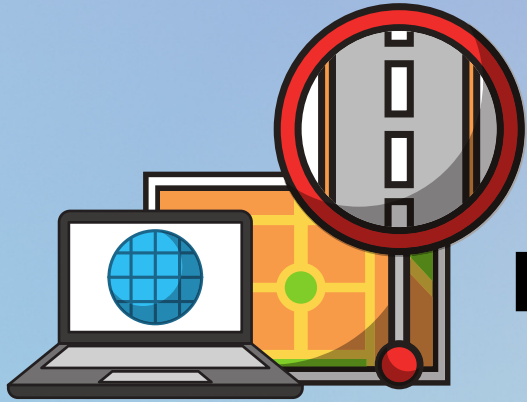




# TRM

## Winter Weather Related Alternate Drop Off



### 01

#### DECISION MAKING

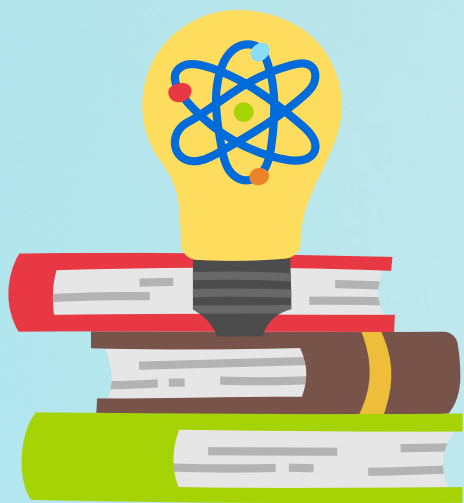
This altered drop off will happen when snow does not reach the 1.5 inch trigger for our plowing service to happen by 7:50am. The Executive Director will then initiate the "altered drop off" via Yale street into the main entrance and communicate this via text to families by 7:30am.



### 03

#### STUDENT DROP OFF

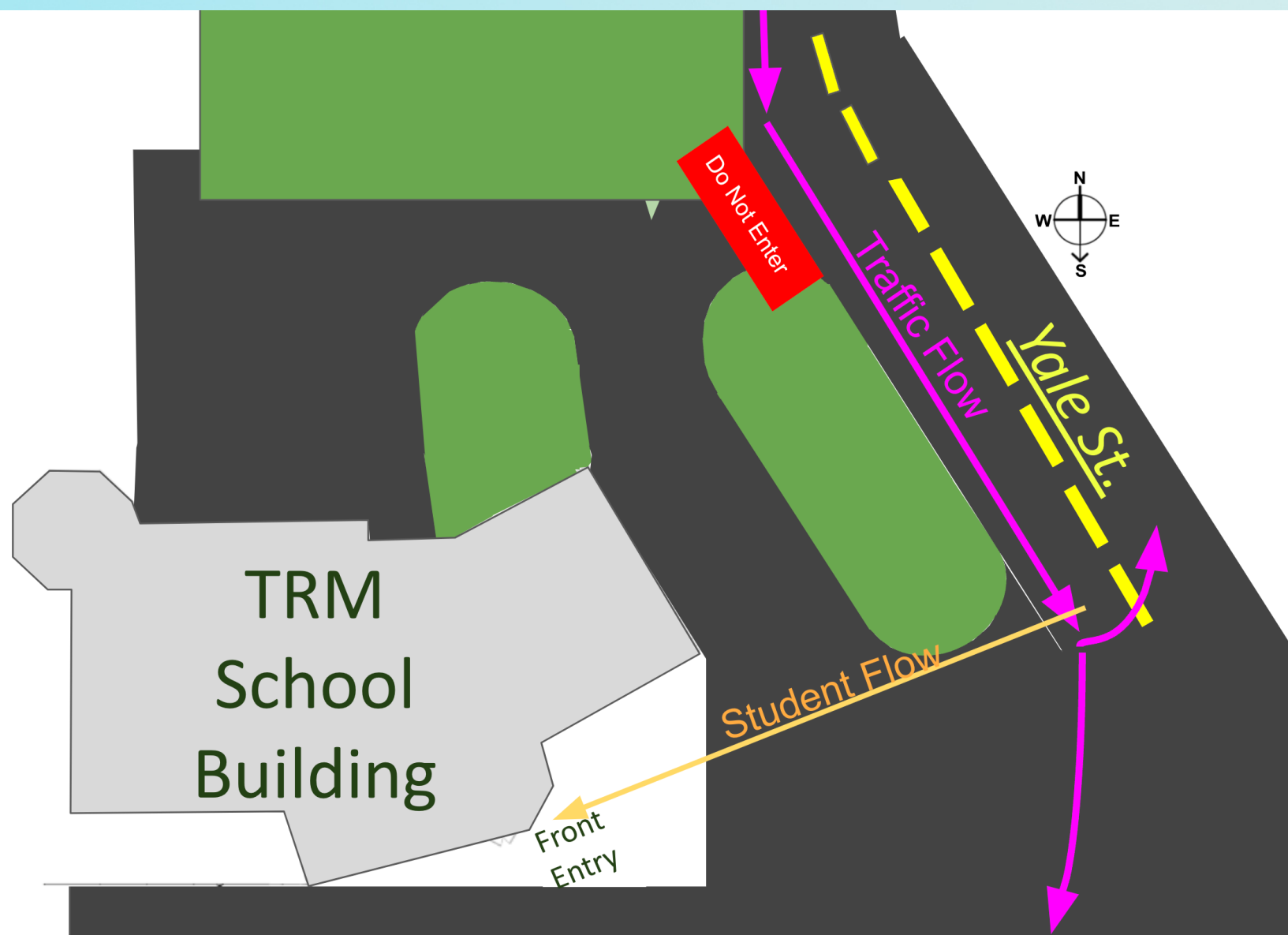
Staff will meet cars in front of the main entry driveway and begin unloading students from cars 2-3 at a time. As cars empty they will either exit via the service road to the right or loop around and go back down Yale Street.



### 05

#### FAMILIES NEEDING TO ENTER THE LOT

Families who need to enter the lot will be guided by the staff working the drop off line. Families will need to wait in the drop off line until they reach the front of the line and can gain access into the parking lot. Please be sure to communicate your needs with the staff working the drop off line.



### 02

#### PRE-PLANNING



The school will place cones to block the Drive Alley entrance and have a staff member available to direct traffic. Staff will be available to assist families by 7:50am for entrance via the main driveway and main entry doors.

### 04

#### STUDENT ENTRY



Students will be guided to the main entrance by a staff member and then enter the building heading to their classroom. The office manager will assist with ensuring students are moving to their classrooms upon entry.

### 06

#### CONSIDERATIONS



We will utilize this procedure to avoid the slippery drive alley and to ensure we have the staffing available to support quick, safe, and efficient drop off of all TRM students in the event of snow or ice and delay by the plowing company.

#### Questions or Comments

Can be directed to:  
[admin@threeriversmontessori.org](mailto:admin@threeriversmontessori.org)

