



Middle School Car Line Guidelines 2025-2026

Please DO:

- TURN ON YOUR HAZARD LIGHTS UPON ENTERING THE CAR LINE.
- Obey all traffic regulations, particularly around intersections and crosswalks.
- Line up for dismissal in one line on Central Avenue, facing north only (*orange cones will indicate the beginning of the car line at the Brunswick Road intersection*).
- Enter the car line from Walnut Street, not other side streets, at your designated time (*not before*).
- Have the school-provided, color-coded sign in the passenger window of your car that shows the name(s) of the child(ren) you are picking up.
- **Remember that there is only one way to enter the parking area and only one way to exit (*no right turn from Brunswick Road, morning or afternoon*).**
- When picking up and dropping off, pull all the way up to the end of the portico to allow others to enter behind you.
- Stay in your car while you wait for your child.
- Share this information with everyone who picks up your child.
- Set a positive example for our children by treating school personnel respectfully and following all rules and requests.
- **Be polite and courteous to our security team, neighbors, and fellow community members.**

Please DON'T:

- Join the car line on Central Avenue before 2:55/3:4:10 p.m.; if you arrive before that time, you will be directed to move your car and rejoin the back of the line at the appropriate time.
- Wait on Brunswick Road or side streets for the car line to start.
- Allow your car to idle or block neighbors' driveways or intersections; yield as you approach them and wait for sufficient room to pull forward.
- Double-park cars at the curb on Central Avenue: do not advance until you can clear any parked cars; do not block traffic flow (having your hazard lights on will help the cars behind you to know that you are waiting in the car line).
- Turn onto Brunswick Road from Central Avenue until permitted by the security guard.
- Travel east on Brunswick Road (from Valley Road) and make a right turn into the driveway leading to the parking area (morning or afternoon).
- Enter the "Exit Only" driveway to the parking area.
- Park your car in the car line and go into the building to look for your child.
- Ask your child to meet you on Valley Road, the surrounding streets, or anywhere other than the designated portico pick-up area.
- Let frustration get the best of you.

From the MKA Handbook:

MORNING DROPOFF

All students arriving by car must be dropped off using morning car line procedures. Caregivers should approach Brunswick from the direction of Central Avenue, allowing them to make a left turn into the Middle School entrance and drop their child off at the portico. Cars may not cut the car line by making a right turn into the parking lot entrance by approaching from the direction of Valley Road.

Additionally, caregivers may not drop off their children on the surrounding streets. If they would prefer, a caregiver may park legally on a nearby street and walk their child to the Middle School's main entrance. All students must enter via the main entrance unless they have made prior arrangements with the nurse and an administrator due to a documented challenge that prevents them from using the main entrance, such as the use of crutches or another mobility issue. This also applies to students who are dropped off by van or shuttle.

DISMISSAL

Classes end at 2:50 p.m., and sports end at 4:00 p.m. All families must fill out the [school transportation form](#) to indicate how their child(ren) will be going to and from school. Families must also enter and consistently update their child's default dismissal plan in the [PickUp Patrol](#) app. Parents will receive an email with instructions on how to register. Once registered, enter your child's default dismissal plan in PickUp Patrol and confirm that it is accurate so that your child can be dismissed correctly. If a student's transportation arrangements change, a parent or guardian must submit that information via PickUp Patrol, and our staff will be notified. Changes can be entered via PickUp Patrol from a phone or computer at any time up until 2:45 p.m. on the day of the change.

After 2:45 p.m., changes will not be accepted, except in the case of an emergency. The end of the school day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies only. If a student is walking home with another student, and this is a change from the default routine, both families must confirm the change. All students are expected to follow Middle School rules during dismissal, and we rely on caregivers to support them.

*School Transportation**: Students who use school transportation should report to the Valley Road entrance by 2:55 p.m. for the shuttle bus and 4:05 p.m. for the regular afternoon bus. If the student is not participating in after-school sports or clubs, they are expected to sign in to Extended Student Supervision in the dining hall and remain there until students who ride the bus are dismissed at 4:00 p.m. The faculty member on transportation duty will dismiss students at 4:15 p.m. That person will individually check off names and dismiss students to board the shuttle or van.

**Note: Families must have registered through the Business Office for their students to ride the shuttle or MKA van.*

Walk: Students who walk home will do so through the Valley Road exit. As students leave, the faculty member on duty will check off each individual's name. Students not on the authorized walkers list will not be allowed to leave through the Valley Road exit. *To be included on the authorized walker list, a student must live within 1.5 miles of the Middle School.* If it comes to the administration's attention that a student is violating school policy and being picked up by car after leaving from the Valley Road door, that child will be removed from the walk list.

Tennis Pavilion Walk-Up: From 2:50 to 3:10 p.m., all parents and caregivers, regardless of car line cohort, may park legally on streets surrounding the school, except on Central Avenue between Brunswick Road and Bellaire Drive due to the car line, and walk to the tennis pavilion near the parking lot to meet students. (The school suggests Central Avenue between Brunswick and Valley Roads.) Parents should provide the student's name to the faculty member on duty, who will dismiss the student from the auditorium.

Early Car Line: Carline dismissal will begin at 3:00 p.m. The Middle School is required to have a

staggered early car line schedule to reduce the number of cars waiting to pick up students. Carline cohorts are determined alphabetically based on students' last names and will switch in the second half of the year. In September, families whose last names begin with A through L will line up no earlier than 2:55 p.m., and last names that begin with M through Z will join the line no earlier than 3:05 p.m. Cohorts will switch mid-January, after MLK, Jr. weekend. Cohorts will be clearly indicated by a color-coded name sign that must be displayed in the passenger window of the car. Caregivers who arrive early or at the incorrect time will be asked to leave and rejoin the car line with their assigned group.

The car line will form on Central Avenue, heading north toward Brunswick Avenue. Families will be given a color-coded sign with their child(ren)'s name that must be displayed in their passenger-side window. If a family needs a duplicate sign for an additional caregiver, they can notify the Middle School office. All cars must turn on their hazard lights and approach the car line from Walnut Street so as not to cut ahead of other cars who are waiting or block intersections. Parents and caregivers must follow the car line rules as shared by the security team and head of campus. Parents or caregivers who double park, block driveways or intersections, or idle their engines in violation of Montclair Township codes may be ticketed by the police.

Late Car Line: Students participating in after-school sports require sufficient time to gather their belongings. Parents and caregivers should plan to pick up their student-athletes starting at 4:10 p.m. Drivers should follow the same rules as the early car line.

Students wait for rides during early car line in the auditorium and are dismissed to the portico by the faculty member on duty. For late car line, students are dismissed from sports or after-school clubs directly to the portico. Drivers should plan to meet students around 3:00/3:15 p.m. (or 4:15 p.m.) rather than at 2:50 p.m. (or 4:00 p.m.). Parents should not directly call or text their children to meet a ride from the Penick Lobby, on Brunswick Road, close to the Brunswick Road gate, on Valley Road, or in the surrounding neighborhood streets. If a driver has been waiting for a student at the portico for several minutes, they will be directed to the parking lot to avoid delaying the car line. In between regular dismissal times, parents and caregivers may park in the MS parking lot and pick up their children from Extended Play and Enrichment (grades 4 and 5) or Extended Student Supervision (grades 6 through 8) without waiting in the car line. Caregivers picking up a child from ESS should call the front desk for assistance.

**Students who have not been picked up by 3:20 p.m. or 4:30 p.m. must report to the dining hall. There are no exceptions to this rule. All students who have not been picked up by the prescribed time will be enrolled in Extended Student Supervision (ESS) for that day, and their parents will be charged a fee. Families are strongly encouraged to sign their children up for regular ESS in advance if they believe they will not be able to consistently pick up their student by 3:20 or would like to wait until the car line has finished. Parents and caregivers picking up students from ESS should not join the regular car line. They should park and walk up the to EPE door or front desk.*

