



# WELCOME TO MYArts

Madison Youth Arts (MYArts) is located at 1055 East Mifflin Street in Madison, WI.

## DROP OFF AT CTM!

Drop Off begins **15 minutes** prior to the start of class (we do not offer pre-care).



### First Day Drop Off

- Please walk your student into the building and up to the fourth floor to check them in.
- A CTM staff member will give you a laminated card with your student's name and zone on it. You will need this for pick up each day.
- **Need Extra?** Let us know & we will have that ready at pick up.
- **NOTE:** Please notify us **VIA EMAIL / IN WRITING** if your student is traveling with someone not on your "carpool list" or we will not dismiss them. You can note your preferences on the Sign Out Permission Form we sent you.

### Drop off AFTER day one:

Staff will be in the lobby to greet your student!

Drop Off Options are:

1) Drop off in front of the building

2) Walk your student in

3) You *can* also enter the MYArts Garage, but note the following:



- TAKE A TICKET. *You will have 10 minutes to be in the garage before you begin being charged \$2/hour.*
- Pull up into the garage or find a parking spot. **DO NOT STOP** in front of the MYArts door as this creates a traffic jam.
- Staff will greet students in the lobby, but not in the garage.

**RUNNING LATE?** 15 minutes after your class has started, the doors to MYArts may be **locked**. Please keep the phone number of your student's Teaching Assistant Intern or Stage Management Fellow in your phone (these are listed in the Welcome Packet).

# PICK UP AT CTM!

Please arrive ***no earlier than 5 minutes prior*** to the end of your student's class time. Please pull all the way up to your zone arrival area on the right side of the street and **place your hazard lights on**. A staff member will be out there to check in with you.

Students will be waiting outside with their class for pick up (weather permitting).

**Reminder:** Your student's zone will be on your placard. The number circle is where students will be waiting:



## **IF DRIVING:**

- Please wait in your car in your zone area: across from MYArts on East Mifflin Street (alongside Lapham Elementary School, on the right side of the street). Do not block driveways. Move forward towards your zone "number" as the car line moves **and keep your hazard lights on**. (This signals to through traffic that they can drive around)
- Place the placard with the student's name(s) in the passenger window / passenger side dashboard.
- Your student will check out from the program first *and then come to you!*
- **Do NOT** park in Lapham Elementary School's parking lot.

## **IF WALKING:**

- Walk to the spot on East Mifflin where you see your designated zone circle ("1", "2" or "3") on the map. That's where your student will be.
- Be sure that your student checks out from the program before leaving!

## **IF SELF SIGN OUT:**

- If you have given your student permission to self sign out, they **WILL NOT** walk out with the group. They will be released at the door and will no longer be under the care or supervision of CTM. Please arrange pickup with your student elsewhere. If you would like to utilize the pick up lane, please do not give your student self sign out permission.