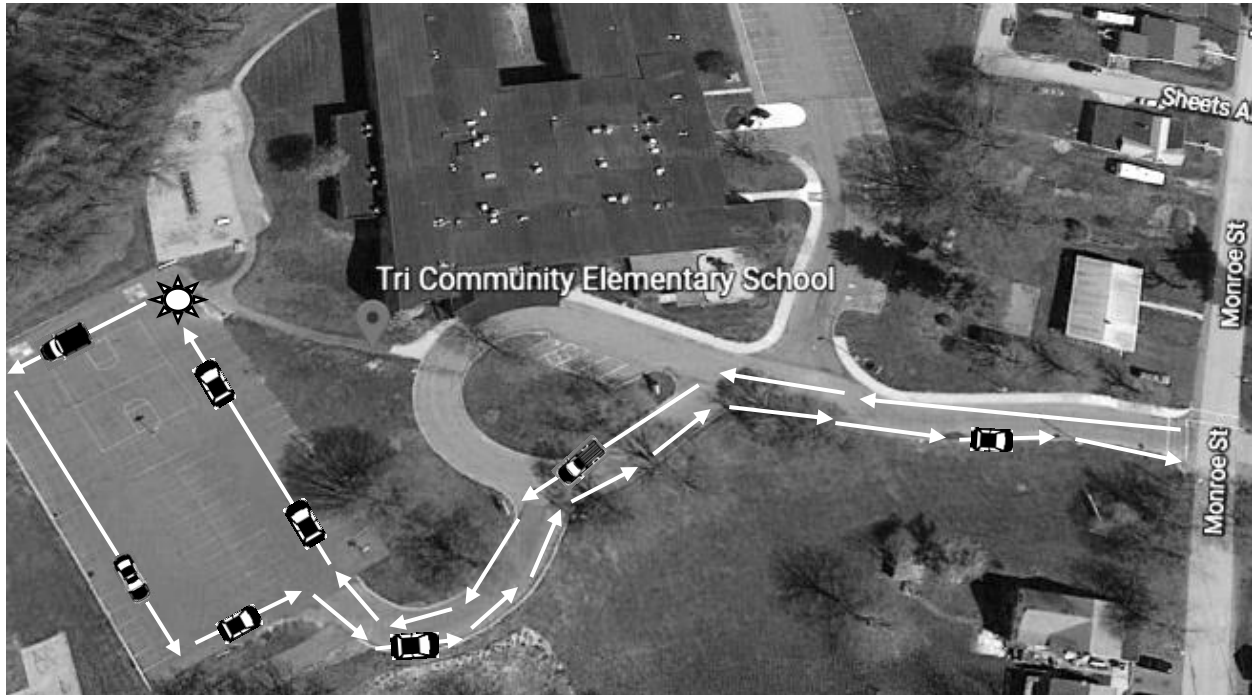




Tri- Community Morning Car Drop-Off Procedures



- **Doors open and drop off begins at 8:45am.** If you are dropping your child off, please follow these steps to ensure all students are safe as they exit your car, and to keep the flow of traffic moving in the morning.
- As you enter the school driveway from Monroe Street, follow the drive to the left toward the **Family Parking Lot.** (*Only busses are permitted to pull up to the front doors of the school. The parking lot to the right is for staff only.*)
- Follow the diagram above, stopping to let your child out of the car at the sun icon. 
- Drop off should include a quick goodbye as your child exits the car and heads up the path toward the doors at the back of the school. (*This pull up and drop off location is not the place for parents to exit their cars.*)
- Please do not let your child out of the car, even if there is a line of traffic, before you reach the staff at the designated area. 
 - We don't want to risk student safety if they are running through the line of traffic.
- If you choose to park the car and walk your child to the front doors, please park *before* you cross the barriers in the middle of the parking lot.

Students must be in their classrooms by 9:00am to be on time.
If you arrive in the driveway after 8:59am, please bring your child to the main entrance to sign them in.

Tri- Community Afternoon Car Pick-Up Procedures

****Please complete the “First Day Transportation Form” so we know how your child will get home for the school year. (Please complete a yellow dismissal change form if your child will attend a daycare afterschool.) If you want to change how your child gets home, a note must be provided in the morning. It is highly encouraged that all early dismissals are scheduled prior to 3:00pm.**

- **Dismissal begins at 3:45pm.** If you are picking up your child from school, please follow the steps below to ensure student safety and an orderly dismissal.
- As you enter the school driveway from Monroe Street, follow the drive to the left toward the **Family Parking Lot.** *(Only busses are permitted to pull up to the front doors of the school. The parking lot to the right is for staff only.)*
- When you reach the Family Parking Lot, **please find a parking spot** (on either side of the barrier) and exit your car, walking over to the pick-up area. ♡
- **Bring your child’s number card** to show to the staff member at the pick-up location. They will then radio for your child to come to meet you.
 - **Number Cards:**
 - We require that you have the actual number card for each of your children at pick-up. It is not enough to simply know the number for your child. Only adults with the official Tri-Community Car Pick-Up number card will have students called for them. *(If you do not have a number card, please walk to the main office, with your photo ID.)*
 - We require each student to have their number card attached to the outside of their book bag.
 - Please make sure your child knows their number and listens carefully during dismissal. They will be waiting in the library for their number to be called before they exit the building.
 - Your patience is appreciated during dismissal.

