Pick up / Drop Off Guide

**Arrival / Drop Off**
School doors open: 8:05 am

- **Drop Off Tips:**
  - Stay in your car
  - Have your student prepared to exit
  - Use **Right lanes** for drop-off only
  - No Parking in drop-off lanes
  - Please do not “jump” the line

- **Front Circle Drive**
  - Enter front circle by turning **right** from north-bound Hudson Ave. *Please do not turn left into circle drive from Hudson!*
  - Be sure to let our buses in and out - they have priority

- **North Parking Lot**
  - Enter from the Traffic Circle and use the right lane
  - Drop your child off between the Cafeteria Door and Gym Door for safety - please do not use left lane for drop off

**Dismissal / Pick Up**
Pick up: 3:35 pm to 3:45 pm

- **Way Home:** If you are changing your child’s way home, please contact the office **before 12:00 pm.**
- **Early Dismissal:** The office will not dismiss your child early from class **after 3:00 pm** unless previously cleared by the office staff or an emergency has occurred.

- **Please do no park in the Front Circle Drive after 2:45pm to allow buses room to load**

**Dismissal Location**

<table>
<thead>
<tr>
<th>Pre-K / Kindergarten</th>
<th>Front Circle Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st - 2nd Grades</td>
<td>North Parking Lot</td>
</tr>
<tr>
<td>3rd - 5th Grades</td>
<td>East Circle (Behind school)</td>
</tr>
</tbody>
</table>

*Older children / siblings will always pick up at the youngest child’s pick up location.*

- **Students are lined up by class**
- **Have your window sign ready and visible**
- **Safety Patrol will walk your student to your car**
- **Please stay in your vehicle and exercise caution**

Avoid traffic, tardies, and headaches: Please consider utilizing TPS Bus Transportation Contact the office for more information at 918-746-9180