

**Dear Timber Creek Parents,**

For the safety of our students, we have the following procedure for student drop off and pick up. This procedure applies to **all Timber Creek Elementary students Pre-K-6<sup>th</sup> grade**. School hours are 9:15 AM to 3:45 PM.

**\*\*Timber Creek Elementary does not have crosswalk guards, and no city sidewalks are available for walkers. Thus, MPS transportation is provided for ALL K-6<sup>th</sup> grade students who attend TCE to ensure student safety. Students ARE NOT permitted to walk or ride a bicycle to school.\*\***

**Student Arrival:** Students who eat breakfast will be allowed to enter the school at **8:45 AM**. These students need to enter the school building through the SOUTH side cafeteria door. The front doors will always remain locked. **Students are not permitted to be on school grounds prior to 9 AM; as there will be no staff on duty at that time supervising your child and we cannot ensure their safety. Student arrival time is from 9 to 9:15 AM.**

**Morning Car Rider Drop Off:** All traffic will enter the parking lot from 34<sup>th</sup> Street. Cars will be directed into one lane upon entering the loading zone. Students will exit the car in the lane closest to the school building. Please refer to the diagram on the back of this sheet. Faculty and student safety patrol will be on duty in the loading zone as you arrive at the front of the school. **Your student should be ready to exit the car immediately as you arrive at the front. Students are not to exit the car until they arrive in the loading zone.** Students dropped off before 9 AM will then need to walk to the SOUTH side of the school to the cafeteria doors for entry to eat breakfast. Any student that arrives before 9 AM will get a breakfast tray in the cafeteria.

**Afternoon Car Rider Pick Up:** Parents will follow the same procedures in the parking lot as the morning drop off entering from 34<sup>th</sup> street and narrowing to one lane in the loading zone. Cars will be directed to begin filling the far lane. The second lane will be blocked by cones until the first line is full. We ask that you **plan your route so that you may make a right turn entering and exiting the parking lot.** Once the first line is full, cars will begin filling the second lane. Please remain in your car waiting for your child to be loaded. **Car Riders will begin dismissing at 3:40 PM.**

**ALL cars must have a school-issued student pick-up tag** on display during the entire pick-up process. Please hang your tag from your windshield using the hanger (one will be provided if needed). **Cars without the school-issued student pick-up tag will be directed to park and go into the front office with their driver's license to retrieve their child.**

**Please remain in your vehicle when picking up your student in the drive through lanes; visibly display the name plate provided to you by your child's teacher in the windshield.**

Cars will be directed into the **designated loading zone locations**. Please pull all the way into the loading zone **ONLY** when directed by a staff member. The loading zone is directly in front of the school entry doors. Once the cars in the loading zone have loaded, they will be directed to proceed by a staff member. Students will be expected to open their own car door as they are entering the car. Any cars in the loading zone that have not loaded when directed to proceed will be directed to pull forward to the **recall** area located just outside the loading zone. Please do not go around other cars at any time unless instructed to do so by a staff member. **DO NOT** put your car in reverse while in the car line.

**For the safety of the teachers and students, cell phone use is prohibited in the car rider line.**

Any students picked up before 3:45 PM are considered an early release per the MPS (Moore Public Schools) attendance policy. We ask that you do not check your child out after 3:30 PM unless it is an emergency. **Any changes to the way your child goes home MUST be reported to the office no later than 3 PM daily.**

**Before/Aftercare (Titan Care) Drop-off and Pick up:** Parents will drop off and pick up at door #2 (on the south side of the cafeteria) for students that attend Titan Care. For pick up in the afternoon, parents will need to sign their child out for the day.

**School Access System:** Timber Creek has a “Buzz In” system at the front entrance of the school. All exterior doors will be locked during the entire school day. When you visit the school, you will need to show a photo ID and state the nature of your business. Please note, anyone that is not on your emergency contact list will not be permitted to enter the school. Following these procedures will ensure our students’ safety as the **safety of the students is our top priority**.

We look forward to an excellent school year!  
**Timber Creek Elementary Staff**

**\*\*\*Please plan your route so that you may make a right turn entering and exiting the parking lot.\*\*\***



Sample School-Issued Student Pick-Up Tag:

1

Timber Creek  
 Elementary School



493

Doe



© 2019 iPASSMISAL.com LLC