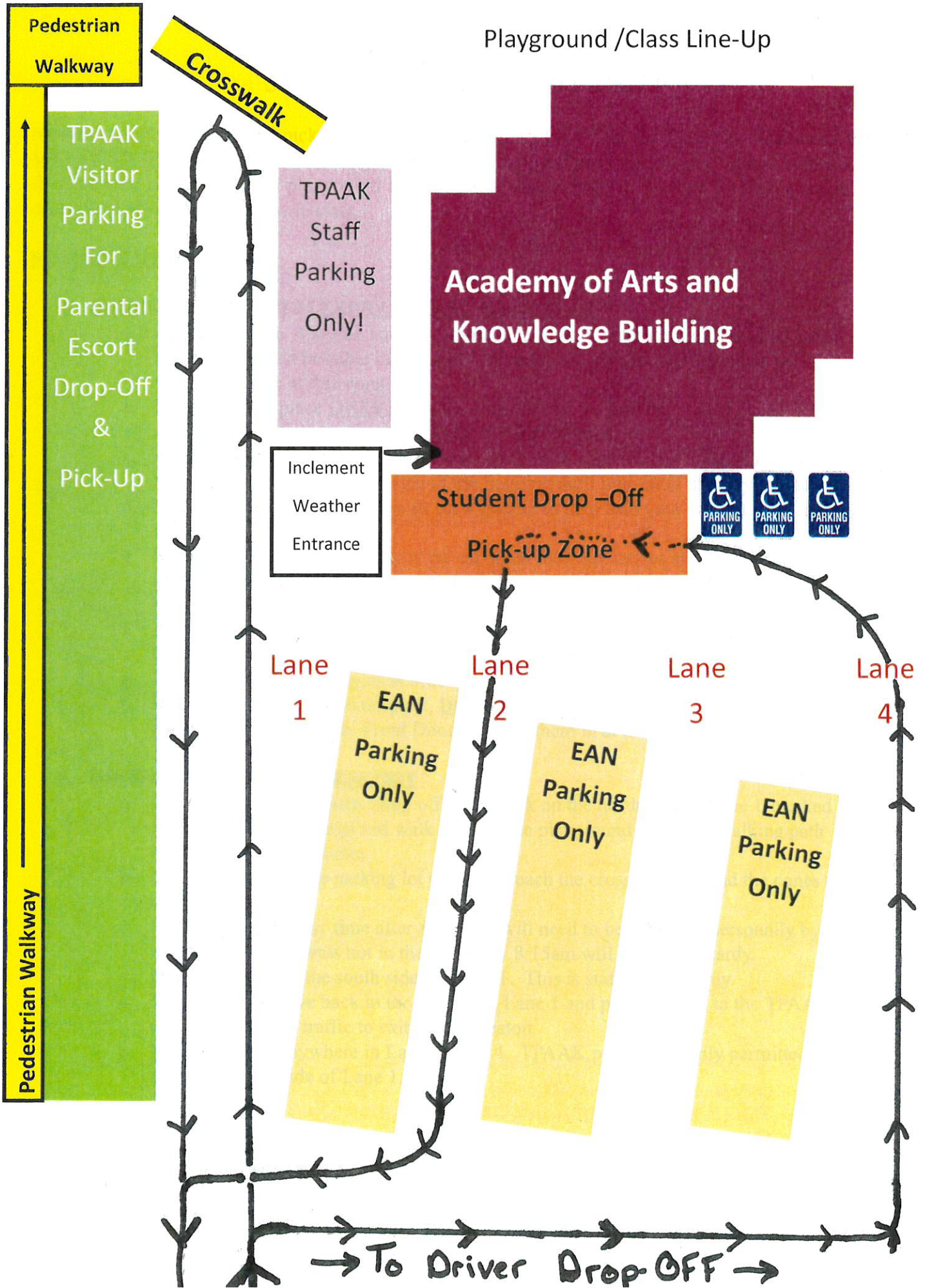


Playground /Class Line-Up



STUDENT DROP OFF AND PICK UP

Students may be dropped off/ picked up from car (Driver Drop Off) at designated location along the **WESTERN (Front)** side of the building at the concrete drop-off pad (see map) or walked to/picked up from specific class location or playground (Playground Parental Escort). Pick up location must be designated ahead of time to the teacher.

STUDENT DROP OFF

DROP-OFF THROUGH DROP OFF LANE 8:00-8:10 am

- a. Cars enter from Wheaton and take immediate right to enter drop off lane and follow the lane until the last possible lane (Lane 4 on map). A TPAAK staff member will be directing traffic at this point.
- b. Drop off takes place **ONLY** along the front side of the building – at the cone designated spot (drop-off/pick-up on map)– **NOT** at front entrance.
- c. A teacher will be present to escort your child from your vehicle to the sidewalk where they will walk alongside the side of the building until they enter the playground.
- d. Pull all the way forward and wait for a teacher to help lead your student from your vehicle
- e. Students **MUST** be ready to exit the car when their car arrives at drop off site - backpacks ready to go, coats on, breakfast finished, hugs and kisses completed - **PARENTS ARE NOT TO EXIT THE CAR.**
- f. After your student has exited the car, turn left at Lane 2. A staff member at the end of Lane 2 will assist in directing traffic to exit the parking lot.
- g. Drop off for TPAAK begins at 8:00 am and concludes at 8:10 am
- h. If no teacher is visible at drop off, **DO NOT** drop off your child! Park in the TPAAK parking and escort to the Front Door and sign them in at the front desk.

DROP-OFF - PARENTAL ESCORT

- a. If **NOT** using the Express Drop off lanes, park on the north side of Lane 1 (marked Parental Escort Parking) and walk child to the playground using the walking path between 8:00 and 8:10am.
- b. Do not cross over the parking lot until you reach the crosswalk behind the cones that block traffic.
- c. Students arriving any time after 8:10 a.m. will need to be signed in personally by parent at front desk. Students not in their seats by 8:15am will be marked tardy.
- d. **DO NOT** park on the south side of Lane 1. This is staff parking only.
- e. When exiting, drive back to the exit using Lane 1 and pay attention to the TPAAK faculty member directing traffic to exit onto Wheaton.
- f. **DO NOT** park anywhere in Lanes 2,3 or 4. TPAAK parents are only permitted to park along the north side of Lane 1.

STUDENT PICK-UP 3:20-3:30 pm.

PICK-UP THROUGH EXPRESS LANE

- a. Cars enter from Wheaton and take immediate right to enter drop off lane and follow the lane until the last possible lane (Lane 4 on map). A TPAAK staff member will be directing traffic at this point.
- b. Pick up takes place **ONLY** along the front side of the building – at the cone designated spot (drop-off/pick-up on map)– **NOT** at front entrance.
- c. A teacher will be present to escort your child to your vehicle from the sidewalk.
- d. Pull all the way forward and wait for a teacher to help lead your student to your vehicle–
REMAIN IN CAR
- e. If child is not ready, you may be asked to pull forward and re-enter at the back of the line so we can keep the right lane moving.
- f. If major buckling is needed, please exit the Express Lane and pull to the side of Wheaton so we can keep traffic moving.
- g. Students will not be released until 3:20
- h. Any child not picked up by 3:30 will be considered a tardy pick up (see below).
- i. If your child is not ready for pick up and your car is at the front of the line, you will need to circle back around to allow for the continual flow of traffic.

PICK-UP – PARENTAL ESCORT FROM PLAYGROUND

- a. Children not designated as Express Lane Pick Up will be escorted by class to playground.
- b. Playground students will be released by their teacher only to parents/guardians or designated representative previously listed at school by parents/guardians
- c. Students will not be released until 3:20pm.
- d. Any child not picked up by 3:30 will be considered a tardy pick up (see below).
- e. Use crosswalks and the walking path to model safe citizenship for students
- f. Parent parking is along the north side of Lane 1. **DO NOT PARK** in Lanes 2, 3 or 4.

TARDY PICK-UP – students not registered with Champions After School Program

- a. Students are released at 3:20pm
- b. Any child not picked up by 3:30pm will be brought directly to the Champions after- school program and their fees will be applied
- c. If not picked up by 3:30pm parents/emergency pickup contacts will be called
- d. At 4:20pm if parent/guardian/representative has not contacted the school to make arrangements, the front office will call 911 and / or Child Protective Services
- e. TPAAK provided supervision after 3:30pm will be billed to parents at the rate double Champions.