



Student Arrival and Departure Policy

Students may enter the building **no earlier than 8:00 a.m.** At that time there will be a teacher on duty to greet students. As we encourage our students to become autonomous and independent, we request that you not accompany your child to his/her individual classroom. Buses will drop off students in the upper parking lot and **parents should drop off students at the bottom of the steps in the lower parking lot.**

Parents are reminded that anytime a child arrives late or departs early from school, the parent or adult must **first** go to the school office to sign the child in/out. If leaving early, the office will retrieve the student from class to cause minimal disruption to the school day. All school doors will be locked at 8:15 a.m. and throughout the school day.

A handwritten note, email or phone call to the School Office informing of a late arrival or early departure is required. We request that this notification be made no later than 8:00 am.

- **School starts at 8:15 a.m.** Students arriving after 8:15 a.m. are considered tardy and **must be signed in by a parent/guardian at the time of arrival** in the office.
- **School ends at 3:15 p.m.** Students leaving before 3:15 p.m. are considered an early departure and **must be signed out** at the office.
- Buses will be dismissed at 3:15 pm in the upper parking lot. Parents should form a car line in the lower lot and pick up their children at the bottom of the steps. We ask that parents remain in their cars while waiting for their child to be dismissed to insure a smooth flow for all parents in the car line. **All students remaining on campus at 3:30 pm will automatically be enrolled in the After School Program at the drop-in rate of \$20.00.**

As always, TQS is committed to ensuring your child's welfare and safety while in our care. To aid us, please complete the form on the opposite side of this paper and return it to the school office.

OVER ↩

TQS TRANSPORTATION PLANS

STUDENT'S NAME _____

MORNING TRANSPORTATION:

Please check one:

_____ School District will provide transportation.

Parents will provide their own transportation.

AFTERNOON TRANSPORTATION:

Please check one:

_____ School District will provide transportation.

Parents will provide their own transportation.

If you are involved with a car-pool or private transportation, please explain your arrangements (who is driving when):

Mornings

Afternoons

Some parents prefer to provide their own transportation during the first few days. If you plan to divert from your regular transportation plans during the first week, please explain below.

PARENT SIGNATURE _____ **DATE** _____

PLEASE NOTE: It seems that even after much careful planning by the school districts and the office, problems with transportation during the first few days seem inevitable. If your arrangements prove to be problematic, please call the office so that we can all work together with the school district to resolve the trouble. As always, **we ask that you let us know by *calling the office* anytime your child's regular transportation plans change.** Thank you!