

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 a.m.

- **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 school 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 p.m. 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 in the car line. **All students remaining on campus at 3:30 p.m. 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 Transportation Form and return it to the school office before the first day of school.