



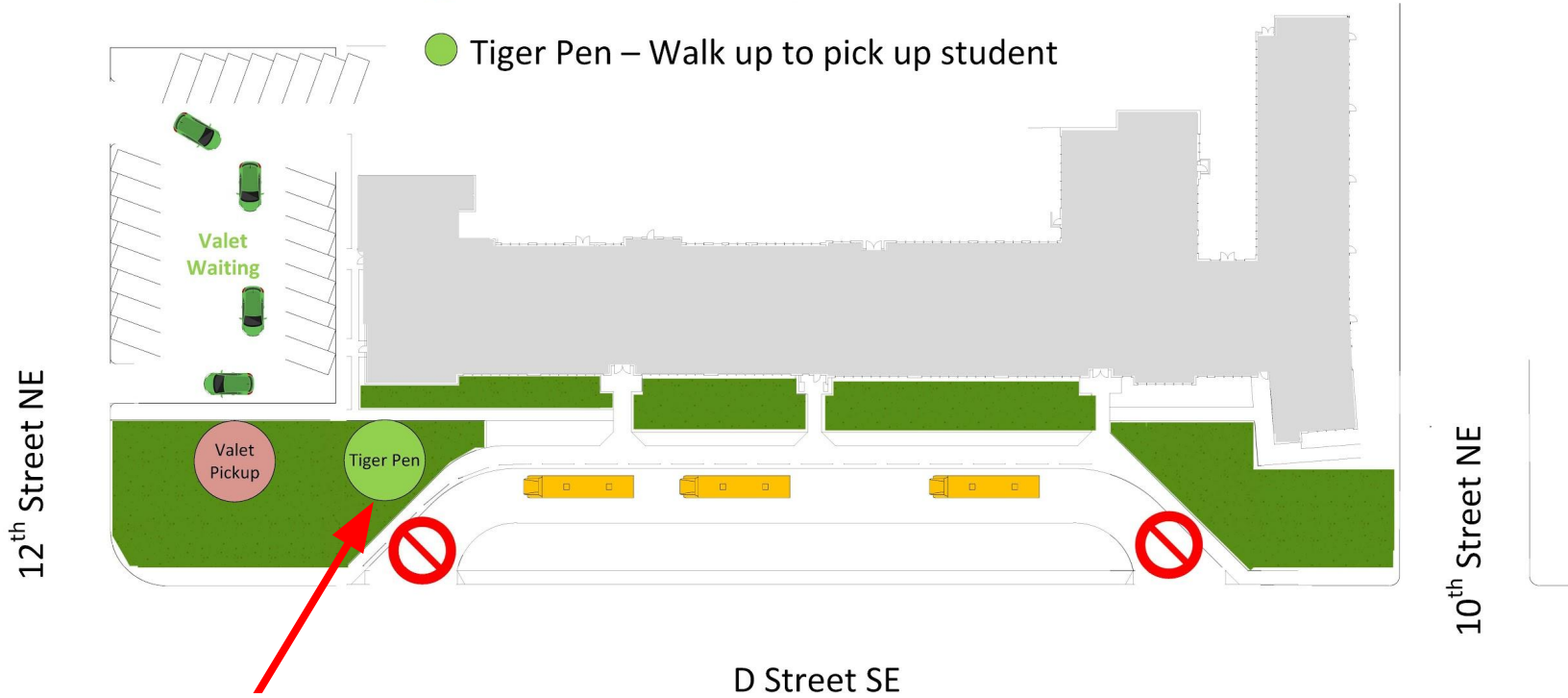
Terminal Park Dismissal Changes and The Valet Pick-up System

Terminal Park Elementary 2019-20

Process for Students Exiting the Building

1. Teachers will bring students out the main doors dropping them off at each bus as they head towards the end of the line of buses.
2. Once all students have been dropped off, the students who are waiting for a parent or guardian to pick them up will be taken to the Tiger Pen. This is an area with a circle of cones where the students stand and wait for their grown up to get them. **The Tiger Pen is now at the south end of the building near the gym.**
3. **Students are released to the parent only when the teacher or staff member in the Tiger Pen make eye contact with the parent or guardian.**

- ⊘ Do not park in bus lane
- Valet Pickup (must sign up for this service)
- Tiger Pen – Walk up to pick up student



Tiger Pen - Parent Pick up

Tiger Pen Location Change

- Now at the south end of the building near the gym.
- This change is to ease the congestion at the main entrance of the building and to allow for a more natural flow of students and keep some from walking against the flow of classes.
- This will also be close to our valet pick up area which allows many adults to keep eyes on students as we start this service.

Your Help is Needed

Please do not just take your child. Teachers are responsible to know where their students are at until they are on the bus, with parents, or on our approved walker list.

When you take your child, **make eye contact with the teacher or staff member** so they know that the child has been picked up.

Stay near the Tiger Pen so that the teachers can deliver all their students to buses and know where each student is located.

If there are any changes in your child's pickup or drop off PLEASE CALL! We try hard to account for each child so need to know in advance of changes.

Valet Pick up

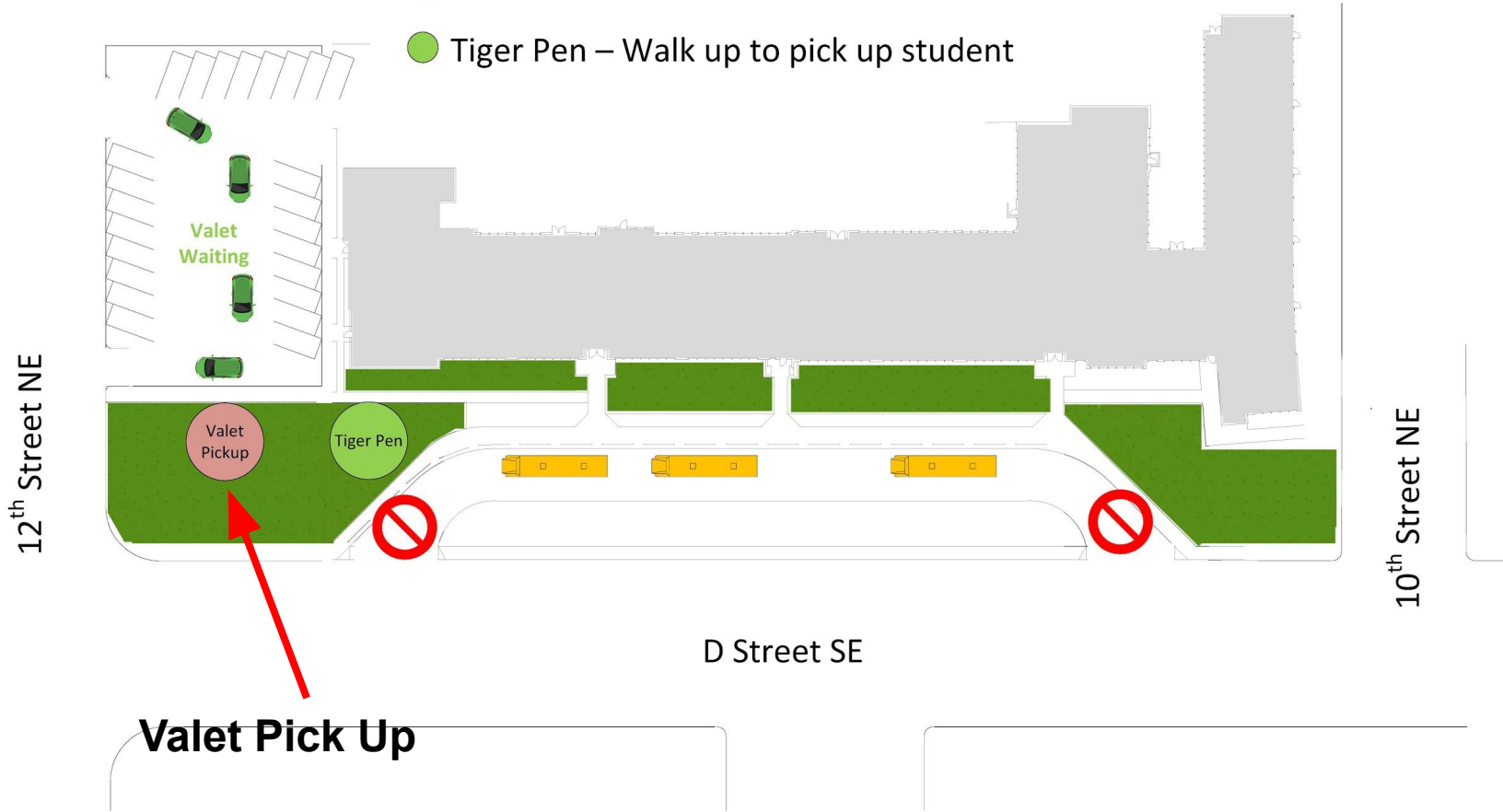
Family members will now be able to pick up students after school in our pick up area near the gym parking lot.

Each family will register and receive a numbered card they will need to display in their window at as they line up to pick up their child. Each child will have their own card with the same number as displayed in the car.

When the car drives up, a staff member will find the student with the matching number, collect the student card and help them into your car.

If your student is not yet in line when you arrive at the curb, you may be asked to circle around again.

- ⊘ Do not park in bus lane
- Valet Pickup (must sign up for this service)
- Tiger Pen – Walk up to pick up student



Valet Pick Up

Valet Registration and Requirements

Registration forms are in the office.

You are responsible to let the office and teacher know about your child's transportation plans. If the main transportation mode is bus, we will put students on the bus unless a parent makes a call to tell us otherwise.

If a student is to be picked up in the valet area each day, we will have the student ready to be picked up and expect parents to be on time. If a parent or guardian does not show up, we will attempt to call and if we do not receive a response within a reasonable time, we may have to call emergency contacts for assistance.

Thank You

If you have questions, please call Terminal Park Elementary 253 931-4978