

Tahoma Elementary School



Student Drop Off/Pick-Up Procedures

Student safety is a top priority for the Tahoma School District and Tahoma Elementary School. As a result of our commitment to providing the safest possible environment for all students, our school has developed the following policies for student pick-up. We do highly encourage all students to ride the bus to and from school each day.

Morning Drop-Off Procedures:

The student drop off loop is in front of the main office next to the sidewalk. Students should only be dropped off in the drop off loop where they can exit onto the sidewalk. Parents/guardians remain in the car and students exit quickly so that drop off traffic can continue to flow through the loop. Those parents wishing to spend more time with their student (write a note, put on student's coat, other) will need to park. Supervision for these students begins at 8:55 in the courtyard. *Thank you for not dropping off students prior to 8:55.* School hours are 9:10-3:40, and 9:10-2:10 on early release Fridays.

Permanent Pick-Up at Dismissal Time:

Parents who intend to pick up their student on a permanent basis will need to send a signed and dated note to their student's classroom teacher. This note will be kept on file in the main office and a "Permanent Pick-Up Pass" will be issued to the parent. A new pass must be issued each school year. Please bring your pass every day. If you forget your pass, please obtain a duplicate copy from the office before picking up your student. Please do not enter the bus loading area when picking up your student, simply wait for your student in the designated waiting area by the flagpole outside of the main office.

End of the Day Procedure:

Parents picking up students at the end of the day will need to park, and wait for their student to be dismissed by the flagpole outside of the main office. Student dismissal time is 3:40. All students will wait behind tables to be dismissed by staff and will exit through the gate near the flagpole. Please do not call your student before they have been checked out. While this process is time consuming, student safety is our shared and primary concern. Our parking is limited. Thank you for not leaving vehicles in fire lanes, in the drop off loop or in other undesignated spots.

Occasional Pick-Up at Dismissal Time:

Please send a note to your student's teacher in the morning *or* call the office, no later than 3 p.m. if you intend to pick up your student from school. Your student will be waiting for you in the pickup area. The parent or adult may be required to show ID. Only adults designated by parents/guardians or named on the student emergency card will be allowed to pick-up students. No student will be released at the classroom door or inside the campus. Volunteer parents who are in the room at the end of the day may take their child from the classroom. If prior arrangements have not been made, we will not take students off the bus except for emergencies or other unusual circumstances.