

Dear Timber Creek Parents,

For the safety of our students, we have the following policy for student drop off and pick up. This policy applies to all Timber Creek Elementary students Pre K-6th grade. School hours are 9:15 AM to 3:51 PM.

Student Arrival: Students who eat breakfast will be allowed to enter the school at **8:45 AM**. These students need to enter the school building through the SOUTH side cafeteria door. The front doors will remain locked at all times. **Students are not permitted to be on school grounds prior to 9:00 AM, as there will be no staff on duty at that time supervising your child and we cannot ensure their safety. Student arrival time is from 9:00 to 9:15 AM.**

Morning Car Rider Drop Off: All traffic will enter the parking lot from 34th street. There will be two lanes once you have entered the parking lot (Please refer to the diagram on the back of this sheet). As you enter, you will want to plan for your exit; those that are making a right turn on Sunnyslane will need to be in the lane closest to the building and those that will make a left turn on Sunnyslane will need to be in the lane farthest from the building. Faculty and student safety patrol will be on duty to open car doors for students as you arrive at the front of the school. Your child needs to be ready to exit the car immediately as you arrive at the front. Students dropped off before 9:00 AM will then need to walk down the SOUTH side of the school to the cafeteria to eat breakfast.

Afternoon Car Rider Pick Up: Parents will follow the same procedures in the parking lot as the morning drop off, entering from 34th street, selecting the appropriate lane for their turn and remaining in their car, this time waiting for their child to be loaded. **Car Riders** will be dismissed at **3:46 PM**. Students will walk to the cafeteria and line up to wait for their parents to arrive. Once the student's name is called, they will exit the building from the front doors. Please remain in your vehicle if you are picking your student up in the drive through lanes and **place the name plate provided to you by your child's teacher in the windshield** to help with this process.

Cars will be loaded by a staff member in the loading zone; this is the area that is directly in front of the school entry doors. **In order to keep our parent pickup lines moving smoothly, we ask that parents not enter the building to retrieve students from the cafeteria.**

Please do not go around other cars after you have picked up your student, unless you are instructed to do so by a staff member. If a student is not available to go to their vehicle, that person may be asked to park until an all call can be done for that student.

School Access System: Timber Creek will have a "Buzz In" system at the front entrance of the school. All exterior doors will be locked during the entire school day. When you visit the school, you will need to show a photo ID and state the nature of your business which may range from checking out your child, eating lunch, joining us for an assembly, or meeting with a teacher. Please note, anyone that is not on your emergency contact list will not be permitted to enter the school. Following these procedures will ensure our student's safety as the **safety of the students is our top priority.**

Thank you for your patience and understanding as we update our school safety plan. We are looking forward to an excellent school year!

Timber Creek Elementary Staff

