

Tunkhannock Intermediate Center/STEM Academy 2019-2020 Parent Drop-off and End of Day Pick-up Procedures

Homeroom begins at 7:55 and ends at 8:08

Students are considered tardy if they are not in homeroom by 8:06

Car pick-up will be dismissed at 3:18 and will leave the **TRITON** lot **AFTER** the last wave of buses exits the Intermediate Center.

Walkers will be dismissed at 3:10

Bus students will be dismissed in waves, starting at 2:55 and ending at 3:15

Morning Drop-off *No Changes*****

- Morning drop off will begin at 7:35 a.m.
- When dropping off your child prior to the school day, you must drive into the designated drop off lanes that are located directly in front of the Intermediate School main entrance and Franklin Street.
- Pull forward as far as you can to maximize the number of cars that can pull into this zone using either of the designated lanes.
- All students must remain in their vehicles until staff members on duty direct them to exit
- Staff members will have students from the first 3-4 cars in each lane exit the vehicle
- Students who exit the vehicle on any side other than the sidewalk directly in front of the school **MUST** walk forward to the crosswalk
- The staff members will hold the cars until the students have crossed and are away from moving traffic
- In order to move this process along as smoothly and quickly as possible, drivers must remain in their cars
- Remaining cars in designated lanes will pull forward and the procedure will be repeated
- Students may not be dropped off in any other location then the designated drop off lanes
- Students arriving to the school prior to 7:55 a.m. must report to the Library
- Students arriving after 7:55 a.m. may either report to homeroom or to the cafeteria for breakfast
 - Students who go to breakfast and have homeroom in the STEM Academy will be escorted after breakfast to STEM
- Should you need to assist a child into the building or come into the school for any reason park in the Triton parking lot located on the auditorium side of the building and enter through the main office
- **ANYONE ENTERING THE SCHOOL MUST HAVE A VALID DRIVERS LICENSE, AND IT MUST BE PRESENTED BEFORE ENTERING.**
- Special arrangements will be made on a case by case basis for students on crutches or other such circumstances where assistance is needed for mobility concerns. Please contact building administration should this occur during the school year.

End of Day Pick-Up Procedures *NEW PROCEDURES*****

- Parents are asked to report to the designated pick up area for end of day pick-ups no earlier than 2:55 p.m.
- **THE DESIGNATED AFTERNOON PICKUP AREA IS NOW THE TRITON LOT**
- Parents should pull up into the lot in rows, starting on the far right side of the lot facing the IC Building.
- Parents are asked to remain in their cars until 3:10. At 3:10 they may exit their cars and stand on the sidewalk so they are visible to the students as they exit the building.
- All cars leaving the area must wait for direction from assigned staff before pulling out.
- Cars will not move forward until students are in cars, and IC staff have swept the lot. A signal will be given to parents once it is safe to begin exiting the lot.
- Cars will be directed to turn right as they exit the Triton lot. Turning left will be **prohibited** as you exit the Triton lot.

Pick-ups During The School Day

- In the drop-off zone there will be several spots in which parents may park during the school day for 10 minutes maximum
- Please use one of these spots when picking up your child for an appointment or when you need to drop something off after the start of the school day
- Please send a note in with your child if you will be picking them up early for an appointment
- **THESE SPOTS WILL NOT BE AVAILABLE PRIOR TO 8:00A.M. AND BETWEEN 2:40 AND 3:20 P.M.**

Transportation Changes:

*****All transportation changes MUST be made prior to 2:30. No Changes can be made after 2:30.**

