



Student Drop-off and Pick-up Procedures

Parents/guardians are expected to conduct a symptom and temperature check of their child before bringing them to school. Students must be clear of symptoms and must not have a temperature of 100.4 or greater (without fever-reducing medicine).

We encourage parents/guardians to find street parking and walk their child to and from the school building. There is a city parking lot located one block from Tamarack, off Brady St. between Arlington Pl. and Warren Ave. Parking is free until 9:00 a.m.

Morning Drop-off

Morning Drop-off Walk-up: 7:40 a.m. - 8:00 a.m.

- Please use the crosswalks to cross the street.
- Parents will not be permitted inside the parking lot lineup area or the building during drop-off or pick-up times.
- Drop-off will begin at 7:40 a.m., with classes entering the building at 7:50 a.m. Please plan to have your child dropped off by 7:50 a.m. each morning.
- Students who are walked can be brought to the drop-off area in the parking lot. Parents and students can access the parking lot from the driveway or church courtyard.
- For safety reasons, we ask that children walk next to their parents/guardians when entering the parking lot lineup area. The church employees will be entering the parking lot during our morning drop-off to park in their area. Please be aware of their arrival as you walk into the parking lot.
- Parents walking their child to the parking lot lineup area must stay behind the barrier and Franklin Pl. fence. Parents may not enter the barriered parking lot lineup area to bring their child to the class location. We have escorts at the barrier and Franklin Pl. fence to walk the younger children to their class lineup area.
- Students can also be brought to one of the curbside drop-off zones and a staff member will escort them to the parking lot.
- Teachers will be present in the parking lot lineup area to receive children.
- We ask that parents/guardians do not linger in the parking lot for safety reasons. The church employees will be entering the parking lot during our morning drop-off to park in their area. Please be aware of their arrival if you are standing in the parking lot drop-off zone.
- For the safety of all we ask that you do not bring dogs into the parking lot or sidewalk drop-off area.

Morning Drop-off Curbside Drop-off: 7:40 a.m. - 8:00 a.m.

- There are two drop-off zones for those who wish to drive up and drop off their student at the curb. These zones are located on Franklin Pl. and Brady St.
- Tamarack staff will be present in both zones to help students exit the car. Students need to exit the car on the curb side only. Parents/guardians must not get out of the car in the drop-off zone.
- Early Childhood students should be dropped off at the Brady St. zone.
- Franklin Pl. Drop-off: Please only drive south on Franklin Pl. and pull into the drop-off zone to let your student out. Do not stop in the middle of the street and do not pull into the parking lot or driveway across from the school. That parking lot is private property, and the school does not have permission to park there.
- Brady St. Drop-off: Please drive west on Brady St. and pull into the drop-off zone to let your student out. Please do not use the school driveway off Brady St. to turn around or drop off your student.
- If dropping your student off outside the drop-off zone they must use a crosswalk to cross the street.
- Teachers will be present in the parking lot lineup area to receive children.

Late Arrivals after 8:00 a.m.

- If you are arriving late to school, please ring the main school doorbell and someone will come retrieve your child and escort them to class. Parents are not allowed to enter the building. If the class is outside, it is the parents' responsibility to deliver the student to the class location.

After-School Pick-up

Early Childhood Half-day Pick-up: 12:30 p.m.

- Parents/guardians must park on the street and come to the main door located in the parking lot to pick up their half-day child. Half-day pick-up is 12:30 p.m.
- Please wait outside the parking lot barrier for your child to be escorted out by a staff member.

Afternoon Pick-up Walk-up: 3:15 - 3:25 p.m.

- Pick-up begins at 3:15 p.m. for all students.
- **All students must be picked up by 3:25 p.m.** We do not have staff to wait with students after that time.
- Pick-up will take place outdoors, with students lining up in their designated area in the parking lot, with their class teacher.
- Parents/guardians who park and walk to pick up their students may enter the parking lot at the driveway or church courtyard and go to the parking lot zone to ask for their child.
- Parents/guardians may also go to one of the curbside zones and check in with a staff person. Walkie talkies will be used to call students to the pick-up zone where the parent/guardian is located.
- Early Childhood and younger grade students will be escorted by a staff person to their waiting parent/guardian.
- We ask that parents/guardians do not linger in the parking lot for safety reasons. The church employees may be exiting the parking lot during our afternoon pick-up time. Please be aware of their car movement if you are standing in the parking lot pick-up zone.
- For the safety of all we ask that you do not bring dogs into the parking lot or sidewalk drop-off area.

Afternoon Drive-up Curbside Pick-up: 3:15 p.m. - 3:25 p.m.

- Pick-up begins at 3:15 p.m. for all students.
- **All students must be picked up by 3:25 p.m.** We do not have staff to wait with students after that time.
- There are two pick-up zones for those who wish to drive up and pick up their students at the curb. These are located on Franklin Pl. and Brady St.
- Early Childhood parents/guardians should use the pick-up zone on Brady St.
- Franklin Pl. Pick-up: Please only drive south on Franklin Pl. and pull into the pick-up zone to request your student. Do not stop in the middle of the street and do not pull into the parking lot or driveway across from the school. That parking lot is private property, and the school does not have permission to park there.
- Brady St. Pick-up: Please drive west on Brady St. and pull into the pick-up zone to request your student. Please do not use the school driveway off Brady St. to turn around or pick up your student.
- Tamarack staff will be present at both zones with walkie talkies to call for the student to come to the curbside zone where the parent/guardian is waiting.
- Tamarack staff will escort Early Childhood and younger grade students to the car.
- Tamarack staff will help students get into the car. Students need to enter the car on the curb side. Parents/guardians must not get out of the car in the drop-off zone.
- To keep the pick-up line moving, you may be asked to circle around if you arrive too early to pick up your student.

