

Drop Off and Pick Up Procedures

Parents and Guardians, please assist us in keeping our TSA students and staff safe by following these guidelines for dropping off and picking up your students:

1. Dropping Off

- a. DRIVE CAUTIOUSLY AND WATCH FOR CHILDREN AT ALL TIMES
- b. If you use 14th Street, do not stop in the middle of the street, pull over to the curb. Please note that students are still asked to walk around to the dock entrance unless they are tardy to school.
- c. If you use 15th Street to drop off your student, please pull over to the curb and avoid blocking any driveways on both sides of the street. Please watch for staff and students crossing the street to get to the school building. Also, consider waiting for a car exiting the Visitor Parking Lot to take a turn to leave if it looks backed up in that lot. This helps manage the flow of traffic.
- d. If you use the Visitor Parking Lot
 - i. Pull up as far as you can past the arch before your students get out of the vehicle – this allows more cars to unload students at the same time
 - ii. If your student needs to get instruments out of the trunk or will otherwise take a bit more time unloading, please pull into a parking space to avoid holding up the line.
 - iii. Use only ONE line in the loop – if you try to pull along side the cars in the loop it may cause a delay for everyone – BE PATIENT and take your turn.

2. Picking Up

- a. DRIVE CAUTIOUSLY AND WATCH FOR STUDENTS AT ALL TIMES
- b. If you use 14th Street or Adams, just note that the students are asked to dismiss from the dock exit and will need to walk around the building to get to you. Also know that when we have after school rehearsals at Owens or the Rep, we load busses on 14th Street, and you may get blocked by the busses. The further you pull up on 14th Street the safer you will be.
- c. If you use 15th Street, please avoid parking between the staff parking lot driveway and Adams. This will allow at least 2 lanes for turning right or left.
- d. If you use the Visitor Parking Lot, consider using a parking space if you expect to wait for your student for more than 20 seconds. Please do not wait in front of the arch sculpture for minutes.
- e. We have a law enforcement officer at the dock until 5:00pm. Consider picking up your student at 3:20 or 3:30 to avoid the heaviest rush of vehicles if your schedule allows.
- f. Avoid blocking the normal flow of the loop pattern as you wait for your student.

THANK YOU!!