

North Campus 2019-20 Drop off/Pick up procedures

As our school continues to grow, we have made some changes to help accommodate with the ever changing needs that growth can cause. As a result, our Before/After care will take place in the Dunaway Gym or commonly referred to as "the old gym". Wildcat Care hours are 7:00-7:50 am and 3:35-5:30 pm. We also have some safety concerns to address.

The procedures discussed in this document apply only to the Justus-Tiawah North Campus located just off of Highway 20. Our address is 14902 East School Road, Claremore, OK.

We will be making the morning drop off and afternoon pick up traffic flow the same both times of day-one way. Vehicles will enter at the top of the hill behind the bus barn which is the entrance that is north of the campus. Vehicles will exit on the lower road nearest to the marquee. This is for both morning and afternoon drop off/pick up.

We will be moving the drop off/pick up to the asphalted area in front of the Dunaway Gym instead of the elementary half circle so that we can have a larger area for the drop off and pick up. Both elementary and jr high students will be dropped off and picked up in the same area. One stop pick up for an entire family.

MORNING DROP OFF PROCEDURES

If students are eating breakfast or waiting for the 8:00 shuttle, they may be dropped off **no earlier than 7:50.**

Shuttle Students that need to catch the 8:00 or 8:05 shuttle to the south campus- Parents may drive turn in to the front entrance of the Garrouette Gym (new gym) and let students off. They can walk down the sidewalk. The shuttle buses will be waiting at the side of the Garrouette Gym.

Breakfast eaters may be dropped off by the cafeteria door and go around the others waiting.

ALL OTHER STUDENTS MAY NOT BE DROPPED OFF UNTIL 8:00.

At 8:00, elementary and junior high students will be dropped off by the orange cones in front of the Dunaway Gym. If your young child needs help getting out of the car, we will help him/her. If they don't need help, they may get out of the vehicle on their own and then go to the cafeteria for breakfast or to the designated area either just outside or inside the Dunaway Gym (depending on the weather). The elementary students will wait in the designated area until 8:20 and they will be taken to their classroom by the elementary teachers. Jr High students will wait in the asphalt area by the jr. high.

AFTERNOON DISMISSAL/PICK UP PROCEDURES

For pick up, **YOU MUST HAVE A SIGN IN IN YOUR CAR WITH LAST NAME AND GRADE OF STUDENTS-LARGE PRINT, PLEASE!** This will expedite things as the staff person calling off names may be new to our school as well as this duty.

Same as the morning drop off, enter at the top of the hill behind the bus barn. Pull up to the stop sign and wait. We will let you know when to begin moving toward the pick up area. We cannot have the area closest to the schools full of waiting, unmoving cars so that in the event of an emergency, the necessary vehicles **MUST** be able to get to the buildings.

When dismissal begins, you will be motioned to pull up to the orange cones where your child(ren) will be waiting. You may stay in the parking area to buckle children if needed. If children are able to buckle themselves, then cautiously, pull around the cars still waiting and continue around the loop (turn left) toward the exit past the elementary building (toward the marquee).

If you will be waiting on south campus shuttle students, please do not be one of the first people in line as you will be asked to move forward and wait.

Wildcat after care will be picked up from the same area after 3:35.

We kindly ask for your patience and cooperation in making these changes to help keep everyone safe. Our main priority is safety and we continually strive for efficiency! We have a large number of transfer students so we have long pick up lines. However, once we work out the kinks as well as local students begin riding the bus after the first week or so, we typically dismiss all of our students in a matter of minutes. The first few days are a little more difficult but with your help and cooperation, we will get our students to the place where they need to be quickly and efficiently. The sooner that your student rides the bus on their normal bus route, the less cars that we will have in the pick up line.

Another option for less wait time for pick up, is to have your students at the north campus shuttle to the south campus and pick them up there where there are fewer students.

Updates...

There will be NO WALK UP PICK UP LINE. All students will be picked up from a vehicle. If a student needs assistance due to loading/unloading a wheelchair, contact us so that we can make accommodations for him/her.

If your child isn't picked up at 3:35, he/she will be sent to Wildcat Care in the Dunaway Gym and you will be charged.

If your child needs to be picked up early for appointments, they must be picked up **before 3:00** from the north campus office. Otherwise, you will have to wait in the car line to get them from the pick up area.

If your schedule changes, notify the office before **2:45** if your child needs to catch a shuttle bus. If you call after that time, your child may not be able to ride the shuttle if we don't have enough time to make necessary arrangements.

Medication may be dropped off at your child's office in the morning. There is a form for you to complete.

If you need to visit with your child's teacher, please email them directly or call the office to schedule an appointment.

If your child is tardy, a parent will need to SIGN THEM IN at the correct office after 8:25. Elementary students will need to enter through the front door of the elementary with their parents to sign in.

We appreciate your patience and cooperation in our new routine!

