

As we have many new students this year, we feel it is important to review after school pickup protocol. Our children are very valuable and we want to keep them safe.

After School Pickup

When to pick up:

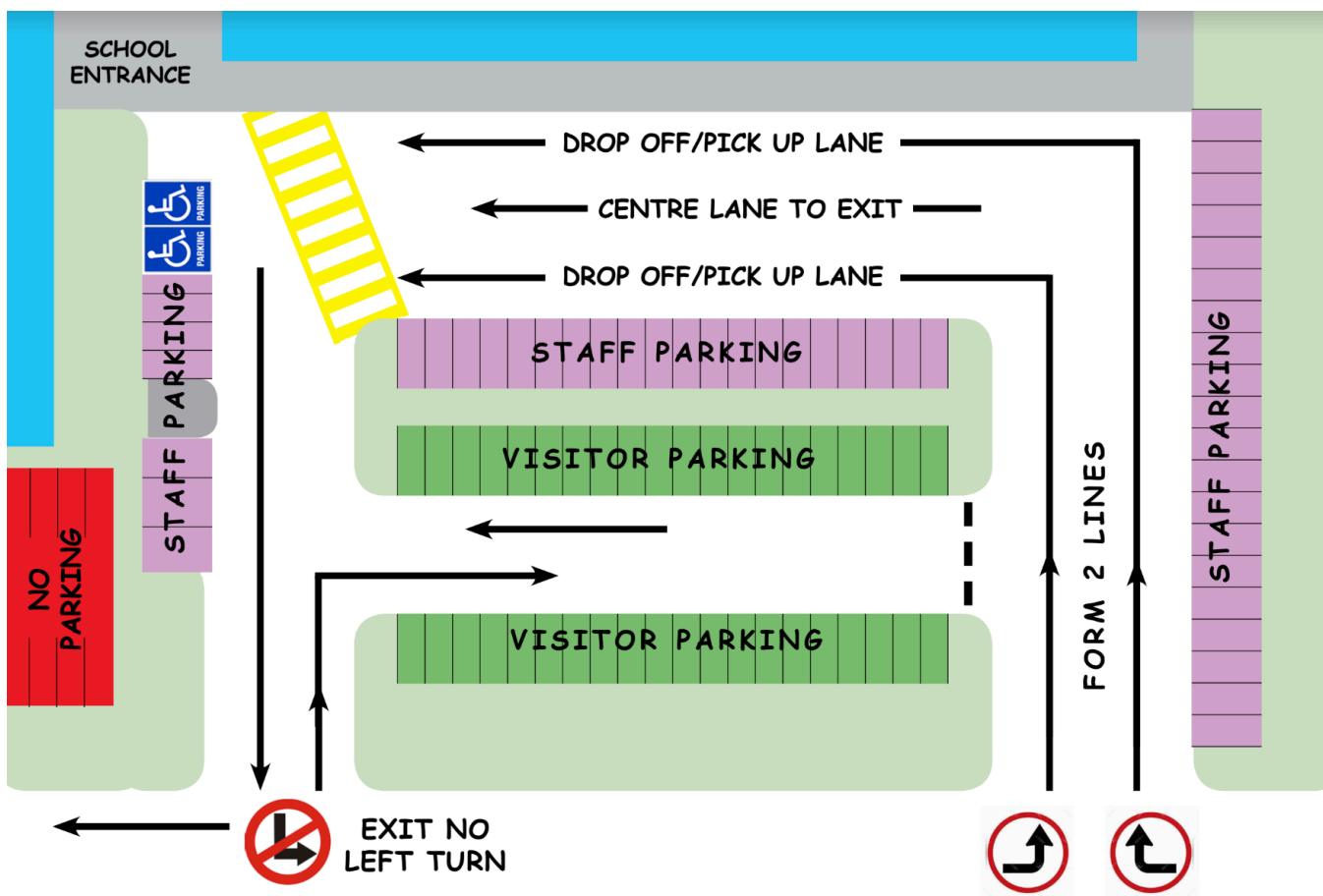
- Children should be **picked up within 10 minutes of school dismissal** whether they get picked up at school or at the Wingate Inn: **Monday to Thursday by 3:40pm** and **Fridays by 12:40pm**. Please be courteous and pick up on time as the supervising staff have other tasks that must be completed before the end of the day.
- Staff will be outside supervising our students. No child will be left outside alone without supervision at TCS or at the Wingate.
 - We encourage students to go outside as soon as possible after being dismissed from their class, and not linger in the school or hang around the doors, bicycle racks or trees so as to relieve congestion at the front door and in the parking lot.
 - Students are not permitted to play on the playground without parental supervision after school in case of injury as there is no supervision in that area.
 - Always listen to and obey the crossing guards.

Where to pick up:

- **All Kindergarten parents will pick up their child before the other grades are dismissed - 3:20pm Monday through Thursday and 12:20pm on Fridays at TCS.** All parents who have a child in Kindergarten are to use the traffic lane that is closest to the school (see attached diagram on page 15). Those families who only have a child in Kindergarten will be asked to vacate the parking lot by 3:20 Monday through Friday and 12:20 on Fridays allowing more room for the rest of the TCS families.
- **Families (with children in Grades 1 and 2) who arrive early for pick up are to park in the lane closest to the parked cars** (see attached diagram on page 15).
- Families with children in **grades two and lower** will be requested to pick up at the school.
 - Families with children in **grades two and lower, who have older siblings at TCS**, are encouraged to pick up at the school, but have the option of Wingate as long as the younger children are accompanied by an older sibling. Please send an email or note with your child to the school giving permission for the older child to wait for and walk with the sibling in K-2.
- Families with all children in **grades three and up** will be requested to pick up at the Wingate Inn after school. There will be student patrols at the crosswalk.
- **Late Pick-up:** If you are late, your child(ren) will need to be picked up from the inside the school at the front office. The person who is late picking up a child needs to come into the school and sign their child out. We understand that sometimes events out of your control may cause you to be late for pick-up. Should you be more than 10 minutes late, please call the office. This is not an after-school care service. Should you find that circumstances cause you to be late consistently; other after-school care should be arranged for your child(ren).

TCS Parking Lot Guidelines:

- If the parking lot line is full please do not stop on the road. You must keep moving and circle around the block. The city does not permit vehicles to stop and wait on the road as they interrupt the flow of traffic.
- Please **do not leave your vehicle at any time** in the drop off/pick up lanes along the sidewalk or beside the parked cars as this prevents the traffic from moving effectively during drop off and pick up times. You need to find a parking spot in the designated parking stalls if you want to come into the school.
- Please **park in the designated stalls only.**
 - See diagram below for **Visitor spots**
 - Please **do not park in designated stalls** that belong to the church or those who have “won” the luxury of having a private stall through the annual dinner auction spots.
 - If all spots are full, please park on the street until a spot becomes available.
- Please **use the cross walk when crossing the parking lot**, even when children are with an adult.



Wingate Inn Protocol

There is very limited parking on the street. Therefore, we ask you to **enter the Wingate lot and keep turning right so we keep the traffic flowing in the same direction.** The Wingate desires for us to only **park in the North Section** of their parking lot. Please pull into stalls to pick up your children. They must be picked up at the Wingate parking lot on the North side. Please watch carefully for children that are crossing the parking lot to get to their vehicles.

- **Students from grade 3 to 9 are still expected to go to the Wingate** regardless of rain, snow, cold, etc. If the weather is inclement, please remind your children to dress appropriately as it can get quite cold outside while waiting to be picked up.



- If the weather is extreme (blizzards, -20c or more) the supervisor will be directed by the Principal or Vice-Principal as to whether there will be Wingate pickup that day. If there is no supervisor at the Wingate (they will be wearing a supervisor vest) that means pickup will be at the school.
- **The supervisor will be on duty from 3:30 to 3:45.**
 - If the student's carpool has not arrived by this time they will be escorted back to the school with the supervisor to wait inside the school.
 - The supervisor on duty is not responsible for the care of younger siblings or children not attending TCS.

For safety reasons please discuss the following rules with your children:

- Students must use the crosswalk to cross the street.
- Students must use the sidewalk all the way to the Wingate Inn.
- Students may not walk on the hills, field, or parking lot along the way. It is private property and we do not know what unsafe objects have been discarded in this area.
- Students must stay near the supervisor, on the grassy area nearest the sign, and not step onto the parking lot until their ride has stopped in a stall.
- Once students have crossed the crosswalk they may not go back to the school. If they forgot something, they can go back to the school with their ride.
- Students should not swing on the trees or do anything that may cause damage to property at the Wingate.
- Throwing snowballs is not permitted.

We are privileged and grateful to have the Wingate's co-operation with our school in the use of their property. We want to be good neighbours and outstanding representatives of our Christian school.