

Northpoint Christian School

SENIOR KINDERGARTEN AND EXTENDED DAY PROGRAM HANDBOOK

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WELCOME

We are looking forward to providing your child with exciting experiences during Kindergarten and Extended Care.

We will have a wonderful school year together. We'll discover many fun and creative things about our world.

MISSION STATEMENT

As a Christ-centered college preparatory school, Northpoint Christian School enables our students to:

- **know and honor Jesus Christ**
- **grow in knowledge and wisdom**
- **reach their God-given potential**

NEAT NOTES
ABOUT BEGINNING SCHOOL FOR VERY IMPORTANT PRESCHOOLERS
(mostly for parents)

Understanding DEVELOPMENTAL GROWTH and ACADEMIC SKILLS:

We feel that it is important that a child be developmentally ready for Senior Kindergarten. His chronological age is a guide, but we must remember that not all children develop at the same rate, and as parents and teachers, we should be ever conscious of this. We feel it is extremely important that a child be developmentally ready for tasks which will be required of him in First Grade. A child may be cognitively capable, but not developmentally ready in other areas such as the physical, social and emotional. If he is developmentally young or immature, he would not be able to achieve at his maximum ability level. At the beginning of Senior Kindergarten and all through the year, we are constantly evaluating the child's natural cognitive abilities, experiential background, academic growth, and developmental or maturity level. All of these must be considered in "Readiness" for First Grade. Four times during the school year you will be given a Skills Check List recording the specific achievements and developmental levels of your child. If we feel that any child needs a "Gift of Time" to grow another year before entering First Grade, this will be shared with you. We want to work hand in hand with you in giving your child the best opportunity for having a successful and rewarding school experience.

Conferences

FEEL FREE TO CALL whenever you feel a conference would be beneficial to you, and we will do the same. We encourage you to confer with the teacher concerning your child, but please do not do so in his presence. Be supportive and positive in your conversations about your child's school and teacher, and he will be confident and positive also.

Important Information (Please read carefully)

*Enrollment Forms - All online enrollment forms must be filled out completely by the parent/guardian and submitted via email link to the school for admission. A birth certificate and current immunizations record must be on file in the Admissions Office. **These credentials are due in BEFORE SCHOOL BEGINS.**

*Contact Sheet - This is **very important** for your child's safety at school. Please make sure that the school has a current phone number and address of your child at all times. It is also essential that the school has updated parent work and contact information in case of emergencies.

***Daily Class Times**

Full Day Classes - 8:15 am - 3:00 pm (Wed. dismissal time is 2:40 pm)

Please be prompt in picking up your child at the appropriate time if at all possible. Parents are expected to WALK the children to the kindergarten classes at the beginning of class. Children need to be picked up at their classroom. (This will aide in helping with the traffic when the whole student body is dismissed.)

If for some reason, your child will be leaving early from his classroom (e.g. doctor's appointment, etc.), please sign him out at the ENRICHMENT CENTER FRONT RECEPTION DESK. The teacher will be notified of the pickup person. Please do not go directly to the classroom as it is very distracting to the class. All unscheduled pickups must go through the reception desk.

***Pick Up of Children**

Pickup of children is controlled! We monitor pickup through the ENRICHMENT CENTER FRONT RECEPTION DESK. Please send a NOTE if a different person will be coming for your child. Only the people AUTHORIZED on your child's information sheet will be allowed to pick up your child! If the person picking up your child is unfamiliar to our staff, they will be required to show identification (e.g., driver's license or similar picture I.D.)

***Legal Decisions**

LEGAL DECISIONS regarding issues of CHILD CUSTODY will be respected. In fairness to parents and children, legal documentation of the rights of each parent is required in order to restrict pickup of a child.

***Enrichment Center Hours**

The daily hours are 7:00 A.M. - 6:00 P.M. The extended care program is available for a fee. You will need to sign up for this program in advance. Although the Enrichment Center Staff may be in the building, please do not enter the building until 7:00 A.M. Parents of children enrolled in the Enrichment Center for before or after kindergarten Extended Care will need to stop by the Reception Desk on MONDAY of each week to pay fees.

***Home Changes**

Please make sure that your child's teacher is aware of any phone number or address changes immediately. This is very important especially in the event of an emergency.

Be sure to let us know if there is an emotional disturbance or physical problem that might influence your child's school life and performance.

*School Property

We strive to maintain the school facilities and property in the most attractive and usable condition, and we expect students to assist in this effort. The parents of any student known to deface or destroy school property will be assessed the full cost of repairs and, the student will be subject to discipline.

*Dress Code

- Shirts or blouses should have no writing, lettering, or pictures of an objectionable manner.
- All skirts, dresses, culottes or shorts should be long enough to be modest when seated as well as standing.
- Since all students are taking outdoor recesses throughout the year, your child should wear the appropriate clothing, shoes, and coat for the weather.
- Hair must be neat and clean at all times and such that it does not interfere with normal school activities. Boy's hair should be off the collar and a portion of the ear showing.
- Please mark your child's name on all sweaters and jackets.

Discipline

In the matter of discipline and child management, we want to help the child manage himself/herself in a positive way, always working toward self-control and good self-esteem. We respect the individual development of each child. Our teachers will use their best judgment when dealing with the children, understanding that individual personalities and situations require special methods and attention. All serious discipline problems will be discussed with the parents (ex: biting, hitting, fighting or any harmful acts towards others.) A parent-teacher conference will be requested if deemed necessary to discuss the best way to handle the situation. If the behavior does not improve, the child may be placed on probation for a 2 week period. At the end of this period, the child will be re-evaluated to determine progress made during this time. Please remember that the Senior K program/Extended Day Program at Northpoint Christian School is a school setting not a childcare. Northpoint Christian School reserves the right to dismiss any child if after entering he/she seems unable to participate in a group setting.

Any Enrichment Center student receiving two out of four conduct grades of "N" or "U" on his/her skills checklist or who has received discipline by the faculty or administration for a pattern of three or more major offenses will be placed on behavioral probation with the possibility of suspension or dismissal from school should the behavior not improve.

If your child registers at Northpoint Christian School after the 1st 9 weeks of the school year, he/she will be admitted on a probationary basis. After a week of observation by the teacher and assistants, the decision will be made on whether the child is developmentally ready for the academic program that we offer.

Potty Training

We require that each child be *FULLY POTTY TRAINED* before entering Senior K (this means no pull-ups). The child should not need assistance in cleaning himself/herself. If accidents occur on a regular basis, the situation will be evaluated by the Administration regarding further attendance at Northpoint Christian School.

Communication

*CALENDARS will be sent home monthly with important information. Please post these on your refrigerator or bulletin board. The Bible verse being studied each week will be on the calendar. The children are to memorize this verse each week. Please help them each day at home so they will feel good about themselves and be confident when it is their turn to say it on Friday. The calendars will also give the alphabetical letter being studied for the week, the units of study, special happenings, and field trips (dates, times, etc).

*FRIDAY NOTE HOME is sent home each week to remind you of upcoming events.

*SNACK CALENDAR is sent home monthly. This has been designed to aide in your child's education. We encourage you to bring snacks that coordinate with the unit or letter being studied. Each child is assigned this on a monthly basis.

*SKILLS CHECKLISTS will be sent each 9 weeks.

*IN TOUCH NEWSLETTER available weekly at www.ncstrojans.com

Children will bring their work and notes back and forth between school and home in a notebook. Please be sure this notebook comes back to school each day.

Please encourage your child to leave toys at home. We provide many items to help aide in their education. Toys are easily lost or damaged and it is very difficult to control this in a classroom environment. PLEASE UNDERSTAND THAT WE ARE NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.

Lunches/Snacks

Children will need to bring a nutritious lunch, high in protein and vitamins. We recommend sending sandwiches, soups, pastas, fruits, and cut up vegetables. Please send a minimum of sweets. Send hot or cold things in a thermos. You may send a beverage in a thermos, i.e., fruit juice, but milk is provided. Please do not send soft drinks. Cut sandwiches in $\frac{1}{4}$'s. We find that the children will more readily eat the smaller portions. A neat note saying, "I love you and hope you're having a nice day", also adds joy to the members of the lunch bunch.

***A hot meal plan is available through the school cafeteria and may be purchased on a quarterly or semester basis. Order forms and payments must be received in advance. Late payments are not accepted. The cafeteria handles all payments and inquiries about the meal plan. These meals are served in the Enrichment Center when the school cafeteria is open. During holidays from school or $\frac{1}{2}$ day dismissals meals are not served and a lunch must be brought from home.

Morning snacks are handled through our "snack calendar". Your child will be assigned one day a month to provide snacks for their class. These do not need to be expensive treats, but we would like for you and your child to be involved in deciding what the snack to bring. Drinks will be provided by the Enrichment Center.

PLEASE BE SURE TO CHECK WITH TEACHERS ABOUT ANY FOOD ALLERGIES IN THEIR CLASSES. **Please let us know if your child has a food allergy.**

Clothing and Personal Items

Play clothes are best for school. Smocks are provided for activities such as painting. A change of clothing will need to be left at school for each child (seasonal, i.e. shorts-summer, pants-winter) and placed in a labeled zip-lock bag. PLEASE LABEL ALL CLOTHING ITEMS ESPECIALLY SWEATERS AND JACKETS.

Field Trips, Parties, And Celebrations

PARENTS ARE ASKED TO SIGN IN AT THE ENRICHMENT CENTER FRONT RECEPTION DESK, WHERE THEY WILL BE GIVEN A NAMETAG TO WEAR WHILE VISITING NORTHPOINT CHRISTIAN SCHOOL.

Field Trips

Things learned through a variety of life experiences are often more valuable than what is learned in an academic setting alone, especially at the kindergarten and primary levels. What may appear to be merely a trip to the zoo or pumpkin patch is an important part of language development. For example, studies show one of the most important factors in reading comprehension is that students be exposed to a broad range of activities and experiences strategically planned. Field trips can also supplement other areas of the curriculum, including math, social studies, and science as well as social skills. You will be notified of the dates and times of field trips. Times will be posted on the scheduled day of each month's calendar. This note will also allow you to sign up as a driver for the field trip, if you would like to attend. If you would like to attend any of the field trips and are not scheduled to drive, please feel free to join us.

IT WILL BE BEST IF SIBLINGS ARE NOT BROUGHT ON FIELD TRIPS, AS THEY CAN DIVIDE ATTENTION OF DRIVERS FROM STUDENTS.

Overall Room Chairman

Each class will have an overall room chairman. The classroom teacher determines the responsibilities for this person. Some of the responsibilities may include:

- To contact parents to help plan and help with class parties.
- To contact drivers for field trips.
- To assist with school fundraisers.

Special Events

- Class room parties include: Pumpkin Patch, Christmas, Valentine's Day, Easter Egg Hunt and End of School.
- The KINDERGARTEN CHRISTMAS PROGRAM will involve all the children and will be held during the morning hours in December. A Christmas tea time in the gym will follow the program. You will be notified of the exact date, time and location of the Christmas program.
- The TROJAN KIDS CLASSIC will involve all the children from Pre K-6th grade. More information will be sent at a later date.

End Of School Year

At the end of the year there will be a special "Program Time" for the Senior Kindergarten children and their parents, relatives and friends. We do not have a "graduation" for this age child because he is just beginning his school career. Our Sr. K program is a very special time of fun and refreshments. It is at 8:45 on a May morning to be announced.

Accidents - Insurance

The school has no accident or hospitalization insurance on the students. The obtaining of such insurance protection, if desired, is the responsibility of the parents alone. The school will make available at the beginning of the school year accident insurance coverage to provide protection to a student during school hours (with an option available for 24 hours). The school encourages participation in this plan.

IN CASE OF AN ACCIDENT OR ILLNESS TO THE CHILD, THE TEACHER WILL PROMPTLY TAKE SUCH REASONABLE MEASURES AS ARE, IN HER JUDGMENT, IN THE BEST INTEREST OF THE CHILD AND WILL NOTIFY THE PARENT AS SOON AS POSSIBLE.

Illness Of The Child

WE ARE NOT ABLE TO KEEP ANY CHILD WHO IS SICK. A CHILD MAY RETURN TO SCHOOL WHEN FREE OF SYMPTOMS WITHOUT THE AID OF MEDICATION FOR 24 HOURS OR WITH A NOTE FROM A DOCTOR STATING THE CHILD MAY RETURN TO SCHOOL.

WHEN YOUR CHILD STAYS HOME, PLEASE CALL AND LET US KNOW THE REASON FOR THE ABSENCE AND SEND A NOTE EXPLAINING THIS UPON HIS RETURN. SHOULD THE CHILD HAVE A SERIOUS AND CONTAGIOUS ILLNESS, WE MUST BE NOTIFIED IMMEDIATELY. THE CHILD WILL NOT BE ALLOWED TO RETURN UNTIL ALL DANGER OF CONTAGION IS PAST.

IF A CHILD HAS A FEVER OF 100 DEGREES, HE SHOULD NOT RETURN TO SCHOOL UNTIL FEVER FREE FOR 24 HOURS WITHOUT MEDICATION.

EXCESSIVE AMOUNTS OF YELLOWISH GREEN NASAL DISCHARGE, SEVERE OR PERSISTENT COUGH, SORE THROAT WITH SWOLLEN LYMPH NODES MAY INDICATE INFECTION THAT NEEDS TO BE TREATED.

IF A CHILD HAS VOMITED OR HAD DIARRHEA (TWO OR MORE LOOSE, WATERY STOOLS).

UNTREATED, EXPOSED, AND DRAINING SKIN LESIONS SHOULD BE COVERED WITH A CLEAN DRY BANDAGE TAPED ON ALL FOUR SIDES OR CLINICAL CLEARANCE TO RETURN TO SCHOOL.

CERTAIN DISEASES OR MEDICAL CONDITIONS MAY REQUIRE THE ATTENTION OF A PHYSICIAN, WE NEED TO BE NOTIFIED IF WE'RE NOT ALREADY AWARE OF THE ILLNESS. THESE INCLUDE:

IMPETIGO- A SKIN INFECTION CONSISTING OF BLISTERS SURROUNDED BY A REDDENED AREA.

CONJUNCTIVITIS-AN EYE INFECTION COMMONLY REFERRED TO AS "PINK EYE". THE EYE WILL HAVE UNEXPLAINED REDNESS AND THERE MAY BE A THICK YELLOW DRAINAGE. THE CHILD MAY RETURN WHEN TREATED AND FREE OF SYMPTOMS.

STREP THROAT- SERIOUS THROAT INFECTION USUALLY ACCOMPANIED BY FEVER.

CHICKEN POX, MEASLES, MUMPS, RUBELLA AND OTHER CHILDHOOD CONTAGIOUS DISEASES REQUIRE CAREFUL MONITORING AND TREATMENT. CHILDREN WITH CHICKEN POX MAY RETURN WHEN THE ERUPTIONS HAVE DRIED AND SCABBED OVER.

HEAD LICE- A PARASITIC INFECTION UNRELATED TO CLEANLINESS OR QUALITY OF CARE. THE CHILD MAY RETURN THE MORNING AFTER RECEIVING TREATMENT PROVIDED THAT THE CHILD IS FREE OF ALL NITS IN THEIR HAIR.

PINWORMS- AN INTESTINAL PARASITE. THE CHILD MAY BECOME RESTLESS, IRRITABLE, COMPLAIN OF OR BE OBSERVED AS HAVING RECTAL ITCHING. CHILDREN MAY RETURN AFTER TREATMENT WITH PRESCRIPTION MEDICATION.

BRONCHITIS- A CONDITION CHARACTERIZED BY A SEVERE CONTINUOUS COUGH THAT INTERFERES WITH ACTIVITY AND WELL BEING.

FIFTH DISEASE- A CONTAGIOUS VIRUS, USUALLY OCCURRING IN THE SPRING, IN WHICH INTENSELY ROSY CHEEKS MAY BE THE ONLY SYMPTOM. A DOCTOR'S VISIT MAY BE NECESSARY TO RULE OUT SCARLET FEVER. THERE MAY BE A LOW GRADE FEVER AND USUALLY THERE IS INTENSE ITCHING. THE RASH WILL DISAPPEAR IN 5 TO 10 DAYS.

SHOULD YOUR CHILD BECOME SICK DURING THE SCHOOL DAY YOU WILL BE NOTIFIED AND REQUESTED TO COME AND TAKE HIM HOME.

IF A KINDERGARTEN CHILD NEEDS TO HAVE MEDICINE GIVEN DURING THE SCHOOL DAY AND THE PARENT ARRIVES BEFORE THE SCHOOL NURSE PLEASE CHECK THE MEDICINE IN AT THE FRONT DESK OF THE ENRICHMENT CENTER AND FILL OUT THE NECESSARY FORMS AND WE WILL FORWARD THESE TO THE SCHOOL NURSE.

Guidelines for the Administration of Medications at Northpoint Christian School

Medications should be limited to those required during school hours and necessary to maintain the student in school. The following guidelines are to protect the safety of your child. All medications both prescription and over the counter must have written parental consent. NO medications will be administered at school without written consent. Handwritten notes from home are not acceptable. The necessary authorization forms are provided in the nursing office and it is the parent's responsibility to complete the form and return it to the school nurse. These forms must be updated every school year and anytime a medication or dosage changes, you must submit an updated form. No changes in the administration of medication will be made until the form is submitted. A physician's signature is required on the authorization form for prescription medications.

Prescription Medications

Prescription medications must be brought to school in the original pharmacy labeled container. The container should display:

Student's name

Prescription number

Medication name and dosage

Administration route or other directions

Date of expiration

Licensed prescriber's name

Pharmacy name, address, and phone number

Non-Prescription Medications

All non-prescription medications must be in the original container with a label identifying the medication and dosage schedules listed on the container.

No medication may be brought to school in a zip lock bag.

The child's name, grade, and teacher must be affixed to the container.

PLEASE SEND A NOTE IF YOUR CHILD NEEDS TO STAY IN THE ROOM DURING OUR PLAYGROUND TIME; OTHERWISE HE/SHE WILL BE REQUIRED TO GO OUTSIDE. WE FEEL OUTDOOR PLAY IS IMPORTANT.

WE GO OUTSIDE WEATHER PERMITTING AS LONG AS THE TEMPERATURE IS 40 DEGREES OR ABOVE.

Closing

THE ENRICHMENT CENTER WILL BE CLOSED ON THE FOLLOWING DAYS:

NEW YEAR'S DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY AND THE DAY AFTER
CHRISTMAS EVE AND CHRISTMAS DAY
TEACHER IN -SERVICE DAYS

EXTENDED CARE MUST BE PRE-ARRANGED FOR STAFFING PURPOSES. YOU WILL BE RESPONSIBLE FOR PAYMENT OF DAYS REQUESTED. YOU WILL BE SENT A FORM TO FILL OUT FOR EACH SCHOOL HOLIDAY CLOSING AND NEED TO RETURN IT TO US BY THE DATE INDICATED.

IN THE RARE EVENT OF SEVERE AND DANGEROUS WEATHER, OR SIMILAR CIRCUMSTANCE, A SPECIFIC ANNOUNCEMENT WILL BE MADE ON RADIO AND T.V. AND ON THE NORTHPOINT CHRISTIAN SCHOOL WEBSITE.

Field Trip Guidelines for Chaperones and Drivers

- A. Safety Rules to Enforce During Transportation
 - 1. Students are to wear NORTHPOINT CHRISTIAN SCHOOL T-Shirts for identification.
 - 2. Students must remain seated in their booster seat.
 - 3. Students must keep hands, heads, or belongings away from windows.
 - 4. Students must return from the trip with the same driver/vehicle unless other arrangements are made with the teacher.

- B. Parent-Chaperone/Drivers Responsibilities:
 - 1. Please refrain from purchasing items (toys, food, etc.) for yourself or your child when others have none on field trips. The teacher will make provisions for purchases of this nature prior to the trip, if this is to be done.

2. You might be entrusted with the care of several children. Keep these students with you at all times. Please continually "count heads" to make certain your group is intact.
3. Please return promptly to school following every field trip. There should not be any extra stops when you are transporting others to and from field trips. (ex. McDonald's, Wal-Mart, banks, gas stations, etc.) Please plan ahead so no unnecessary stops will be needed.
4. An adult must accompany children into restrooms. If you need to take a child to the restroom, ask a nearby chaperone to watch the remainder of your group or take the whole group with you.
5. Please refrain from smoking while on field trips or playing loud music in the car.
6. Assume the role of the teacher and talk with your group about things being seen in such a way that the trip will have been a good learning experience for the children.
7. Always check in extra children you are transporting with a teacher upon arrival at the school.

Party and Field Trip Participation

We believe that having a schedule will enable us to be as organized as possible, have better planned class events and eliminate having some parents do everything while others feel left out. Please let the teacher or overall room chairman know with which parties you will help and on which field trips you can chaperone! If your work schedule doesn't allow you to participate by being here in person, please help by sending items for parties or perhaps by making party favors and sending them to school. You may volunteer these items or the overall room chairman may contact you.

Your involvement will be welcomed and greatly appreciated!

IMPORTANT MEMO

TO: NORTHPOINT CHRISTIAN SCHOOL PARENTS, GRADES PreK-6th
GRADE
FROM: DAVID W. FOX
RE: BOOSTER SEAT LAW

According to the Tennessee State Department of Safety and the Memphis Police Department, a new booster seat and child seat belt law went into effect in the State of Tennessee as of July 1, 2004. This law will affect our Northpoint Christian School field trips for PreK-6th grade. While all states (Mississippi being one) have not made the decision to make the booster seat requirement a law, many of them are taking a serious look at the situation and are considering it for the near future. The law reads as follows:

“Children age four (4) through age eight (8), and measuring less than five feet (5) in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer’s instructions.”

“Children aged nine to twelve or any child through twelve years of age measuring five feet or more in height must use a seat belt system and be placed in the rear seat, if available.”

Therefore, for the sake of consistency, all field trips that grades PreK-3rd grade take, whether in Tennessee or Mississippi, will require that all affected students (age 3 through age 8 and under 5 feet in height) be in a booster seat in the rear seat of your automobile. Likewise, all field trips that grades 4-6 take into the State of Tennessee or Mississippi will require that students be in a seat belt system in the rear seat.

The driver of the car is responsible for making sure those children under the age of sixteen are properly restrained and may be charged and fined \$50.00 for violation of the law. If the child’s parent or legal guardian is present in the car but not driving, the parent or legal guardian is responsible for making sure that the child is properly transported and may be fined for non-compliance. This new law applies to all automobiles that are driven in the State of Tennessee, whether your car is licensed in Tennessee or Mississippi.

Booster seats may be purchased at Target, Wal-Mart, etc. for around \$15.00 to \$20.00. On the day of a field trip for students in grades PreK –3rd grade (for those students affected), parents will be asked to bring or send the booster seats to school. If a student does not have his/her booster seat, they will not be allowed to go on the field trip.

Full Day Senior Kindergarten Class Schedule

Classes begin at 8:15 am

Table Time

Large Group Activities

SMILA

Snack/Bathroom

Outside Play

Center Time (Social Studies and Science)

Lunch- 12:15

Quiet Time

Math

Special Classes (times and days vary)

Computer Music

P.E. Library

Spanish

Prepare for Home

Dismissal at 3:00

*CHAPEL IS 8:45 AM ON THURSDAY

SR K AFTER SCHOOL CARE SCHEDULE

3:15 - 3:45 Snack

3:45 - 4:30 Restroom Break and Outside Play
(Weather Permitting)

4:30 - 5:00 Craft/Color/Puzzles

5:00 - 5:30 Circle Time

5:30 - 6:00 Table Top Toys

NORTHPOINT CHRISTIAN SCHOOL

ATTENTION PARENTS

WE NEED YOUR HELP

For the safety of your children please read and follow these rules for the parking lot.

We must have the cooperation of parents, students, and all others responsible for picking up or dropping off students.

*There is only one crosswalk at the center walkway.
**NO STUDENTS OR PARENTS SHOULD CROSS TRAFFIC
IN ANY AREA OTHER THAN THE CROSSWALK.**

*You may load or unload passengers only in the three lanes closest to the building or in a designated parking space.
Please refrain from cell phone use when loading or unloading passengers. Do not wait in the lanes between the parking spaces.

*Obey teachers on duty at all times.

*Maximum speed limit on the property is 15 mph.

***THANK YOU FOR YOUR ATTENTION AND COOPERATION
IN THIS AREA.***