

2019-20 Drop Off and Pick Up Cheatsheets

Morning Drop Off

- School early drop off starts at 7:30. **Please do not drop students off earlier than 7:30, as staff are not present.**
- School officially starts at 8:00.
- Parking on Sherman Street is not permitted during pick up and drop off without a staff tag.
- Please keep your cell phones OFF, and turn your engine off if idling.

Afternoon Pick Up

- School ends at 3:10pm, and you have until 3:45pm to pick up your child if not enrolled in after school programming.
- **Please do not wait in the curbside pickup line prior to 2:45pm**, as we need to provide road access to emergency vehicles and other traffic. If you arrive in the pickup line before 2:45pm, we will ask you to park.
- Parking on Sherman Street is not permitted during pick up and drop off without a staff tag.
- Please keep your cell phones OFF, and turn your engine off if idling.

Late Pick Up Policy

- Children that have not been picked up by 3:45pm will be signed in to Global Kids Extended-Day Program and brought to the Stearns Hall front office.
- You will be charged the Global Kids Block 1 drop-in fee of **\$33 per child**.
- The one-time yearly registration fee for Global Kids will be incurred at the first use of services: **\$35 per child**.
- To pick up your child, please proceed to the Stearns Hall front desk at the main entry.
- Contact number: 503-226-2496 x100

Check intlschool.org/globalkids for information. Please contact KateC@intlschool.org, Global Kids Program Manager, with any questions.



Morning

Children can be dropped off at school as early as 7:30. Class begins at 8:00 (we typically are a bit more relaxed about lateness for this age!). There are two options for morning drop-off.

Option 1: Drop-off - park and walk in

You must walk your child ALL THE WAY to the designated room.

7:30-7:45: Park & bring children to Stearns Hall, room 29 (area C).

7:45-8:00: Park & bring children to their Stearns Hall classroom.

After 8:00: Park, get a late pass from the receptionist, then bring children to the classroom door. Please leave quietly to minimize interruptions.

Option 2: Drop-off - car service

Have your child seated on the passenger side of the car.

7:30-8:00: Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. A staff member will take your child to the appropriate room. Please have your child ready to pop out and go when you arrive at the curb. **Please remain in car, use emergency brake and keep your cell phone off!**

Before and after these times: you must park - see directions above.

Noon (half-day students)

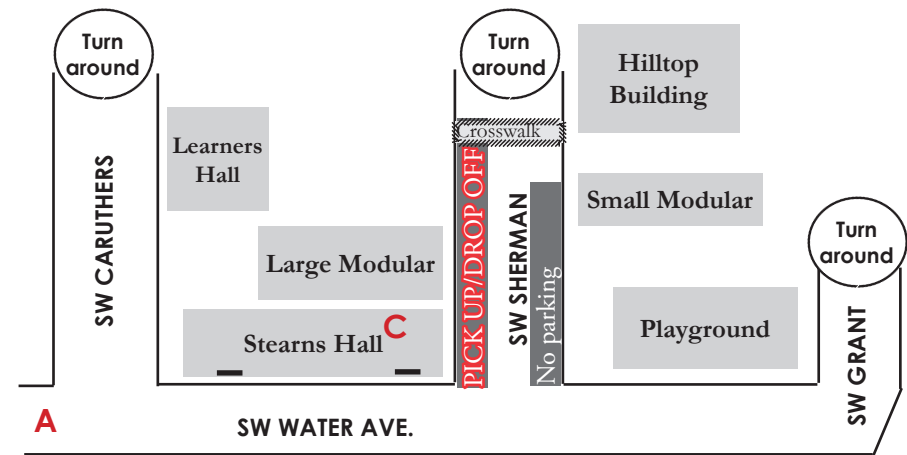
Class for half-day students ends at noon. Please pick up on time (12:00pm) since we must maintain strict student-teacher ratios. **Half-day students will not have lunch at school** (lunch time is at noon).

Pick-up: be prepared to show your pick-up card & ID every day

Before noon: wait in the reception area. If you must pick up early, please bring your ID to get a student release form from the receptionist.

Noon: pick up students in the classroom.

Please see afternoon pick up instructions on the next page



TIS RESOURCE LIST FOR ENROLLED FAMILIES

Please keep this handy.

FRONT DESKS

Hilltop (Grades 1 - 5)

503-226-2496 x101

CandyT@intlschool.org

Stearns Hall (PreK - K)

503-226-2496 x100

NurysH@intlschool.org

School fax 503-525-0142
(in the Hilltop Building)

FAMILY INFORMATION

Update contact info,
authorize
pick-ups, report cards, etc
intlschool.org/portal

Volunteer sign up, log hours:
intlschool.org/volunteer

Write your personal
portal password here:

CHILD SICK OR LATE?

By 8:00am, email
attendance@intlschool.org
or call any receptionist
every day of absence
(or in advance)

E-RESOURCES

2019-2020 All-Parent
Password: Balanced

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Newsletter: intlschool.org/owl

School calendar
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Library
library.intlschool.org

Fundraising programs
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Global Kids Extended-Day
intlschool.org/globalkids



After school

Please be prepared to show your pick-up card every day.

Class ends at 3:10. Please do not wait outside the classroom. There are two options for pick-up. No need to sign up, just do whatever is best for you each day.

Option 1: Pick-up - park and walk in

Before 3:10: wait quietly in the front lobby. If you must pick up early, please bring ID & pick-up card to get a student release form from the receptionist.

3:10-3:30: pick up in your child's classroom. Your child's teacher will be in the class.

3:30-3:40: pick up from Stearns Hall, room 29 (area **C**).

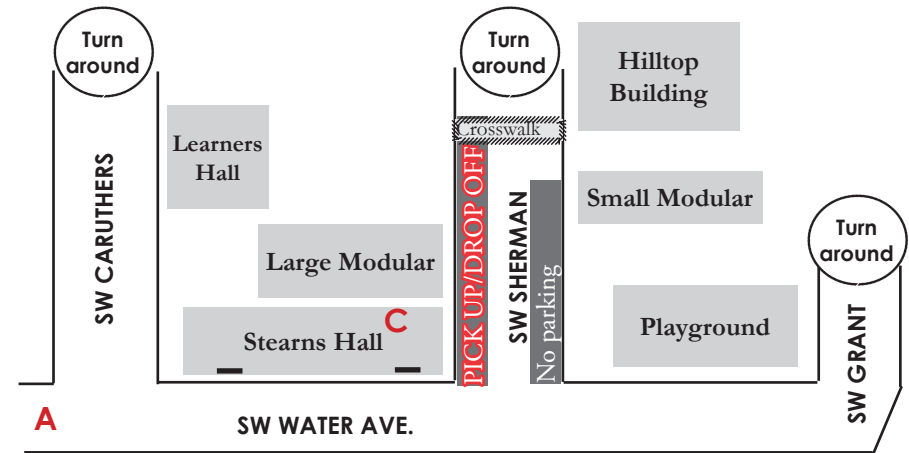
3:40-3:45: Remaining students walk to Stearns Hall lobby

Option 2: Pick-up - car service

3:10-3:45:

- Show your pick-up card to the staff member at point **A**.
- Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. Cell phones off, please!
- **For safety reasons, please do NOT get out of the car to help buckle your child.** Sherman Street is high traffic during drop off and pick up.

All students must be picked up by 3:45, unless enrolled in Global Kids or 3rd-party class.



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Children can be dropped off at school as early as 7:30. **Class begins at 8:00.** There are two options for morning drop-off.

Option 1: Drop-off - park and walk in

You must walk your child ALL THE WAY to the designated room.

7:30-7:45: Park & bring children to Kinder Waiting Room, #34 (area **E**).

7:45-8:00: Park & bring children to the classroom.

After 8:00: Park, get a late pass from the Stearns Hall receptionist, then bring children to the classroom door. Please leave quietly to minimize interruptions.

Option 2: Drop-off - car service

Have your child seated on the passenger side of the car.

7:30-8:00: Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. A staff member will take your child to the appropriate room. Please have your child ready to pop out and go when you arrive at the curb. **Please remain in car, use emergency break and keep your cell phone off!**

Before and after these times: you must park - see directions above.

After school

Please be prepared to show your pick-up card every day.

Class ends at 3:10. There are two options for pick-up. No need to sign up, just do whatever is best for you each day.

Option 1: Pick-up - park and walk in

Before 3:10: wait quietly outside the classroom. If you must pick up early, please bring ID & pick-up card to get a student release form from the receptionist.

3:10-3:30: pick up students in their classroom (area **E**). Your child's teacher will be there until 3:30.

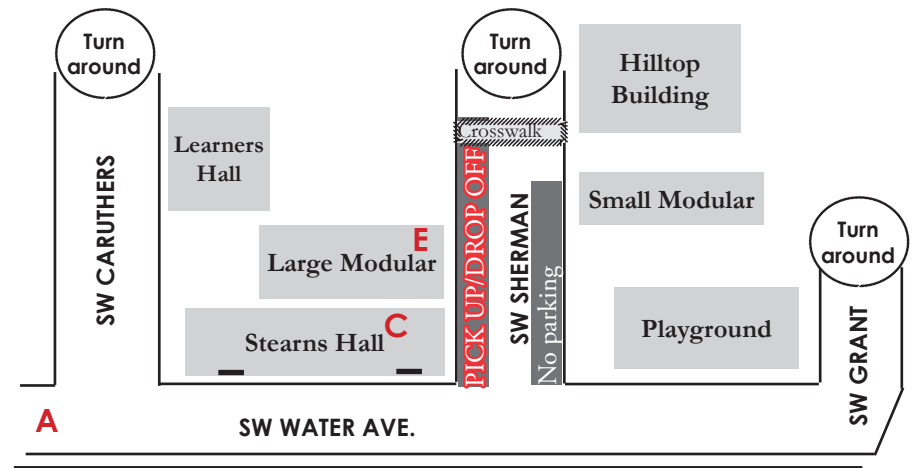
3:30-3:40: pick up from Stearns Hall, #29 (area **C**).

3:40-3:45: Remaining students gather in Stearns Hall lobby.

Option 2: Pick-up - car service

- Show your pick-up card to the staff member at point **A**.
- Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. **Please remain in car, use emergency brake and keep your cell phone off!**

All students must be picked up by 3:45, unless enrolled in Global Kids or 3rd-party class.



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Children can be dropped off at school as early as 7:30. **Class begins at 8:00.** There are two options for morning drop-off.

Option 1: Drop-off - park and walk in

You must walk your child ALL THE WAY to the designated building entrance.

7:30-7:45: Park & bring children to the Hilltop music room (area **B**).

7:45-8:00: Park & bring children to the classroom.

After 8:00: Park, get a late pass from the receptionist, then bring children to the classroom door. Please leave quietly to minimize interruptions.

Option 2: Drop-off - car service

Have your child seated on the passenger side of the car.

7:30-8:00: Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. A staff member will take your child to the appropriate room. Please have your child ready to pop out and go when you arrive at the curb. **Please remain in car, use emergency brake and keep your cell phone off!**

Before and after these times: you must park - see directions above.

After school

Please be prepared to show your pick-up card every day.

Class ends at 3:10. Please do not wait outside the classroom. There are two options for pick-up. No need to sign up, just do whatever is best for you each day.

Option 1: Pick-up - park and walk in

Before 3:10: wait quietly outside Hilltop. If you must pick up early, please bring ID & pick-up card to get a student release form from the receptionist.

3:10-3:30: pick up in your child's classroom.

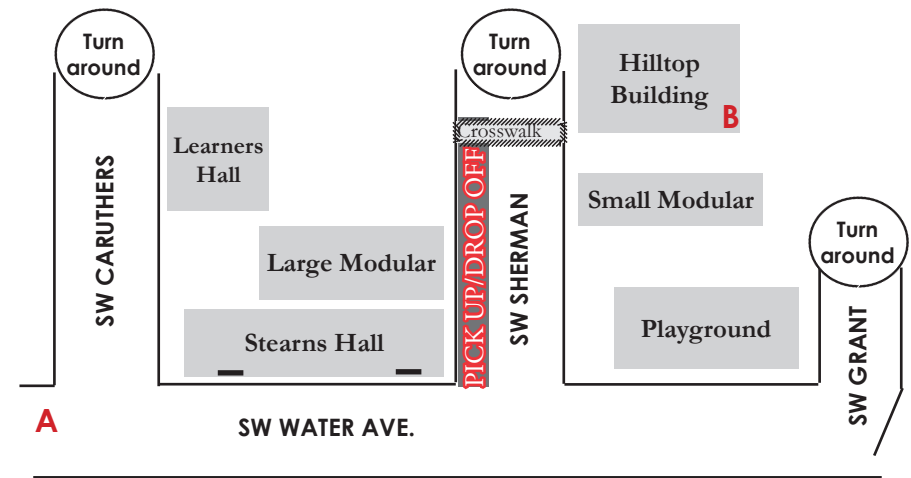
3:30-3:40: pick up in area **B**, the Hilltop Music Room (across from gym).

3:40-3:45: students begin walk down to Stearns Hall lobby.

Option 2: Pick-up - car service

3:10-3:45:

- Show your pick-up card to the staff member at point **A**.
- Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. **Please remain in car. All students must be picked up by 3:45, unless enrolled in Global Kids or 3rd-party class.**



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NurysH@intlschool.org

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Morning

Children can be dropped off at school as early as 7:30. **Class begins at 8:00.** There are two options for morning drop-off.

Option 1: Drop-off - park and walk in

You must walk your child ALL THE WAY to the designated building entrance.

7:30-7:45: Park & bring children to the Hilltop gym (area **B**).

7:45-8:00: Park & bring children to the classroom.

After 8:00: Park, get a late pass from the receptionist, then bring children to the classroom door. Please leave quietly to minimize interruptions.

Option 2: Drop-off - car service

Have your child seated on the passenger side of the car.

7:30-8:00: Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. A staff member will take your child to the appropriate room. Please have your child ready to pop out and go when you arrive at the curb. **Please remain in car, use emergency brake and keep your cell phone off!**

Before and after these times: you must park - see directions above.

After school

Please be prepared to show your pick-up card every day.

Class ends at 3:00. Please do not wait outside the classroom. There are two options for pick-up. No need to sign up, just do whatever is best for you each day.

Option 1: Pick-up - park and walk in

Before 3:10: wait quietly outside Hilltop. If you must pick up early, please bring ID & pick-up card to get a student release form from the receptionist.

3:10-3:30: pick up in your child's classroom.

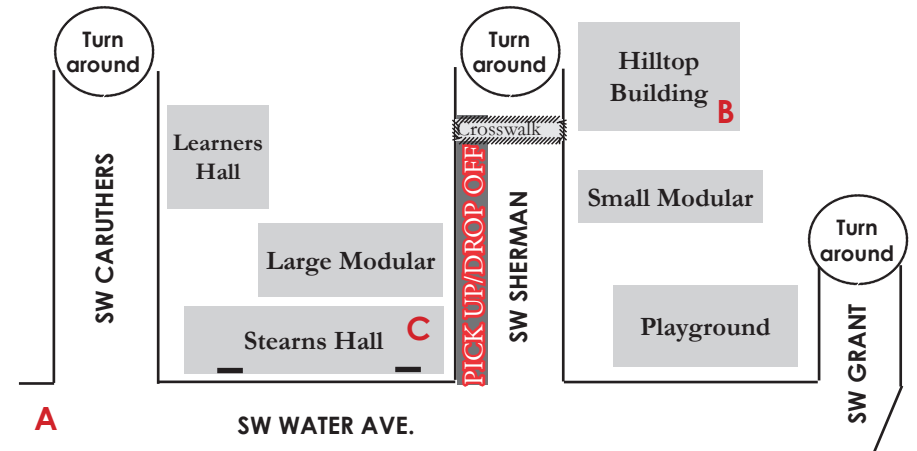
3:30-3:40: pick up in area **B**, the Hilltop Music Room (across from gym).

3:40-3:45: students walk down to Stearns Hall lobby (**C**).

Option 2: Pick-up - car service

3:10-3:45:

- Show your pick-up card to the staff member at point **A**.
- Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. **Please remain in car, use emergency brake and keep your cell phone off! All students must be picked up by 3:45, unless enrolled in Global Kids or 3rd-party class.**



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Option 1: Drop-off - park and walk in

You must walk your child ALL THE WAY to the designated building entrance.

7:30-7:45: Park & bring children to the Learners' Hall waiting area (D).

7:45-8:00: Park & bring children to the classroom.

After 8:00: Park, get a late pass from the receptionist, then bring children to the classroom door. Please leave quietly to minimize interruptions.

Option 2: Drop-off - car service

Have your child seated on the passenger side of the car.

7:30-8:00: Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. A staff member will take your child to the appropriate room. Please have your child ready to pop out and go when you arrive at the curb. **Please remain in car, use emergency brake and keep your cell phone off!**

Before and after these times: you must park - see directions above.

After school

Please be prepared to show your pick-up card every day.

Class ends at 3:10. Please do not wait outside the classroom. There are two options for pick-up. No need to sign up, just do whatever is best for you each day.

Option 1: Pick-up - park and walk in

Before 3:10: wait by the pick up area D. If you must pick up early, please bring ID & pick-up card to get a student release form from the receptionist.

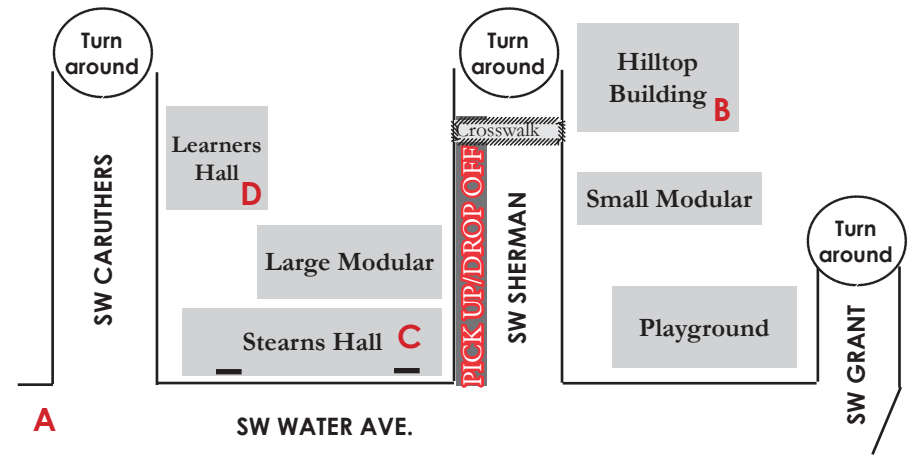
3:10-3:40: pick up in classrooms or area D, Learners' Hall lobby.

3:40-3:45: Students begin walking to area C, Stearns Hall lobby.

Option 2: Pick-up - car service

3:10-3:45:

- Show your pick-up card to the staff member at point A.
- Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. **Please remain in car, use emergency brake and keep your cell phone off! All students must be picked up by 3:45, unless enrolled in Global Kids or 3rd-party class.**



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Option 1: Drop-off - park and walk in

You must walk your child ALL THE WAY to the designated building entrance.

7:30-7:45: Park & bring children to the gym (area **B**).

7:45-8:00: Park & bring children to the classroom.

After 8:00: Park, get a late pass from the receptionist, then bring children to the classroom door. Please leave quietly to minimize interruptions.

Option 2: Drop-off - car service

Have your child seated on the passenger side of the car.

7:30-8:00: Drive up Sherman Street, turn around at the top, and stop in the Pick Up/Drop Off Zone. A staff member will take your child to the appropriate room. Please have your child ready to pop out and go when you arrive at the curb. **Please remain in car, use emergency break and keep your cell phone off!**

Before and after these times: you must park - see directions above.

After school

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Class ends at 3:10. Please do not wait outside the classroom. There are two options for pick-up. No need to sign up, just do whatever is best for you each day.

Option 1: Pick-up - park and walk in

Before 3:10: wait quietly outside in courtyard. If you must pick up early, please bring ID & pick-up card to get a student release form from the receptionist.

3:10-3:30: pick up in your child's classroom.

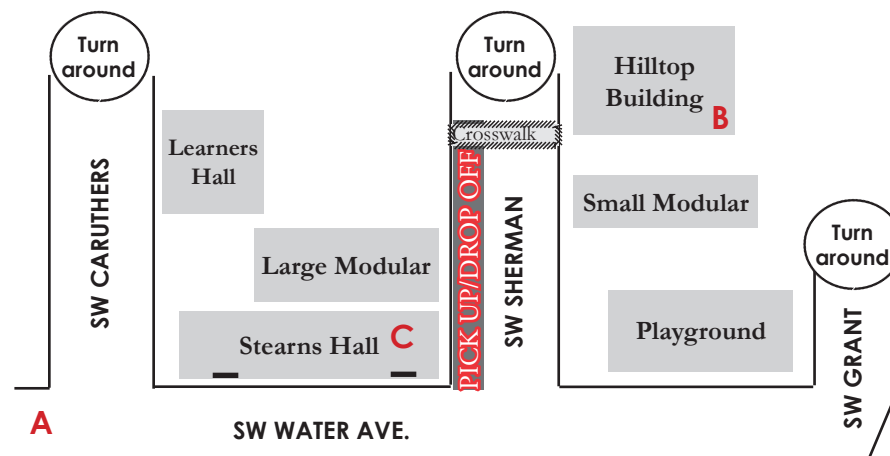
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3:40-3:45: Students begin walking to area **C**, Stearns Hall lobby.

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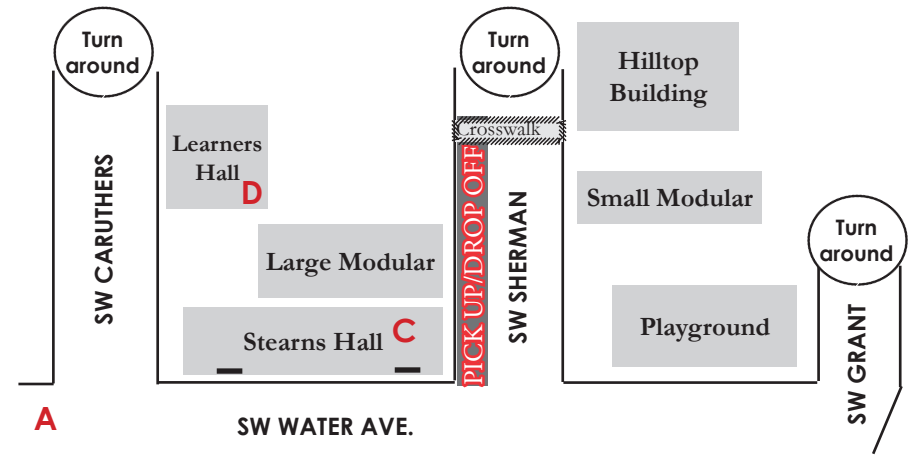
3:10-3:40: pick up in classrooms or pick up in classrooms or area D, Learners' Hall lobby.

3:40-3:45: Students begin walking to area C, Stearns Hall front lobby

Option 2: Pick-up - car service

3:10-3:45:

- Show your pick-up card to the staff member at point A.
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