

QCT Families and Community Members,

We are finding that we are needing to tighten up as a school around several of our visitor and before/after school procedures. **Please understand that these are in place to ensure the safety of our students and staff***. We understand that these may be inconvenient, however our duty is to school safety first and foremost.

Families & Visitors On Campus:

Due to the safety of students and staff, ALL visitors must report to the main office using the front door entrance doorbell. NO EXCEPTIONS!

Mandatory Check-In/Check-Out Procedure:

- Contact the main office (360-965-3100) to **schedule** a meeting with admin, teachers or other staff– just like an appointment. 😊
- When you arrive at the main office front door, ring the bell. Use the **Visitor sign-in** at the front desk. **Only adults 18 or older can check students out for the day.**
- Do not leave the office area to other parts of the school without staff permission, a visitor badge, and prior notice to the teacher.
- When you leave QCT, **sign-out** in the main office at the front desk.
- Request an escort if you are unsure of where you need to go.

Before & After School Procedures:

Before School:

- Office phones open starting at 8:00 AM – (360)965-3100
- No office entry before 8:30 AM
- Students may be dropped off starting at 9:15 AM
- Students wait at exterior classroom doors until teacher arrives

After School:

- No office pick up or changes to transportation after **3:15 PM (M-Th)** and **1:45 PM (F)**
- Please meet your child for pick up in our pick up area near the parking lot to your left, not at the classroom or at the front of the school

CAR PICK UP AND DROP OFF LOCATION:

For our walking students' and bus rider's safety, please follow the yellow and green arrows when dropping students off before or picking students up after school. We are asking car traffic not go down 74th and park in the turn around.



*Please take note that in extreme cases when a parent, guardian, or other visitor is using abusive language or actions on campus around students and staff or showing defiance of school safety measures and procedures we have needed to put no-trespassing or security orders in place. We also work directly with Tulalip Police Department partners around unsafe driving on our campus and report violators. We look for partnership with parents and guardians first and foremost, but again, student safety must be our priority.