

Tenney Upper School Arrival & Dismissal Guide

We are excited to welcome our Upper School students back! Please review the information below to help us keep arrival and dismissal **safe, smooth, and efficient for everyone**.

MORNING ARRIVAL

Bus Arrival

Buses begin arriving at 7:30 AM.

- All buses will drop students off in the **bus loop adjacent to the Lower School entrance**.
 - Students will be supervised by staff in the Upper and Lower School cafeterias until they are dismissed to their classrooms at **7:45 AM**.
 - Breakfast is available each morning in the **Lower School cafeteria**.
 - Students are welcome to pick up breakfast and eat in their assigned cafeteria.
 - Staff will be available to greet, supervise, and assist students as they enter the building.
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Parent Drop-Off

Parent drop-off begins at 7:45 AM.

Students should **not arrive before 7:45 AM**, as they will not be allowed to enter the building before that time, regardless of the weather.

Drop-off location:

In front of the **Upper School entrance on Pleasant Street**

What to do:

1. Enter the school driveway from Pleasant Street.
2. Form **one line of vehicles**.
3. Pull all the way forward to the **STOP sign at the end of the Upper School**.
4. Students should exit their vehicles **only after the vehicle has stopped along the curb**.
5. **Students may not exit from the outside lane.**

After arriving, students should proceed to their classrooms for homeroom.

Breakfast

Students being dropped off by a parent are welcome to get breakfast from the **Lower School cafeteria serving line** and eat in the Lower School cafeteria.

Please keep in mind:

Students arriving to homeroom after 8:00 AM will be marked tardy.

Families should plan accordingly if their child would like to eat breakfast at school.

AFTERNOON DISMISSAL

Bus Pick-Up

Students riding the bus will be picked up in the **bus loop adjacent to the Lower School entrance**.

- Students will be called to their buses over the intercom as buses arrive.
 - Students will board in the order that buses arrive and are ready to accept students.
 - Staff will supervise students as they leave the building and board their buses.
 - Staff members will also monitor the hallways to help ensure student safety.
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Parent Pick-Up

Upper School dismissal begins at 2:15 PM.

Parent pick-up follows the **same traffic pattern as morning drop-off**.

What to do:

1. Enter the school pick-up loop from Pleasant Street.
2. Follow the same procedure used for morning parent drop-off.
3. Students will exit through the **Upper School entrance**.
4. Students will walk to their vehicles in the pick-up loop.

 **Please do not pick up students in the parking lot.**

For student safety, we ask that families **do not have students walk through the parking lot or between vehicles during active pick-up**.

Arriving After 2:40 PM?

Families arriving after **2:40 PM** are encouraged to:

- Park in the **Upper School parking lot**.
 - Walk across to meet and pick up their student.
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Walkers

Students who walk to and from school will use the **Upper School entrance** at both arrival and dismissal.

Quick Reference

If your student is...	Where do you go?	Important Time
Riding the bus to school	Bus loop adjacent to the Lower School entrance	Begins at 7:30 AM
Being dropped off by car	Upper School entrance, Pleasant Street	Begins at 7:45 AM
Eating breakfast after parent drop-off	Lower School cafeteria	Must arrive to homeroom by 8:00 AM
Walking to school	Upper School entrance	Arrival
Riding the bus home	Bus loop adjacent to the Lower School entrance	Dismissal
Being picked up by car	Upper School pick-up loop	Begins at 2:15 PM
Arriving for pick-up after 2:40 PM	Upper School parking lot; walk across to meet your student	After 2:40 PM
Walking home	Upper School entrance	Dismissal

Thank you for your patience and cooperation as we work together to keep arrival and dismissal safe and efficient for all of our students!