



## 2025-2026 Drive Through drop-off/pick-up Procedures

As we prepare for the start of an exciting new school year, we want to share important updates to our drop-off and pick-up procedures. Our campus will operate as a drive-through system, and designed to keep students safe and ensure an efficient traffic flow.

### **Staff Assist Morning Drop-Off | 7:15 AM – 8:00 AM**

All families, (VPK–8th) have two options drop off options:

- Use our drive-through drop-off system, **OR**
- Park in the gravel lot between **US-1 and Old Highway** and walk your student to the **TVM front entry gate**.

Both options are available for **all students**.

- VPK students may be walked in by a parent/guardian; however, adults are not permitted to remain on campus and should exit once their student has been dropped off.
- All pre-arranged visitors are permitted on campus during instructional time (between 8:00 am-3:15 pm) after signing into Raptor, with Ms. Amanda in the front office (have your state issued ID ready). Please be sure to reach out to the teacher directly to schedule a time to meet or the front office to meet with a member of administration.
- If using our drive through drop off, all cars must enter from the **north side** of campus. Two lanes of traffic will be open and will merge into one as you loop around the building and exit through the **south lot**.
- TVM staff and our SRO will be stationed along the route to assist students and keep traffic moving.
- For students who are dropped off at the front gate, TVM staff will be stationed throughout the entry way and will ensure your student gets to their classroom safely.

### **Important Reminders:**

-  No parking is permitted on TVM campus during drop-off or pick-up.
-  If using the drive-through, please remain in your vehicle at all times.
  -  If your child is not ready to exit the car, please circle around and re-enter the line.
-  School begins at **8:00 AM**. Students arriving after this time are considered tardy and must be signed in at the front office by a parent/guardian.

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## **Afternoon Dismissal | 3:15 PM – 3:45 PM**

Families will have three options for student pick-up:

### **1. Self-Release (Grades K–8 Only):**

Families can authorize their student to be released at 3:15 PM to meet a pre-arranged pickup person either outside the front gate or somewhere near campus. This authorization will be included in the new school year paperwork.

### **2. Drive-Through Pick-Up:**

- Enter from the **north side** of campus and drive around to the **south lot** for exit.
- Students and staff will be stationed along the route to assist with loading.
- Please **display your student's name card** in the windshield for quick identification. (Name cards will be provided during the first week of school.)

### **3. Aftercare (3:15 PM – 4:30 PM):**

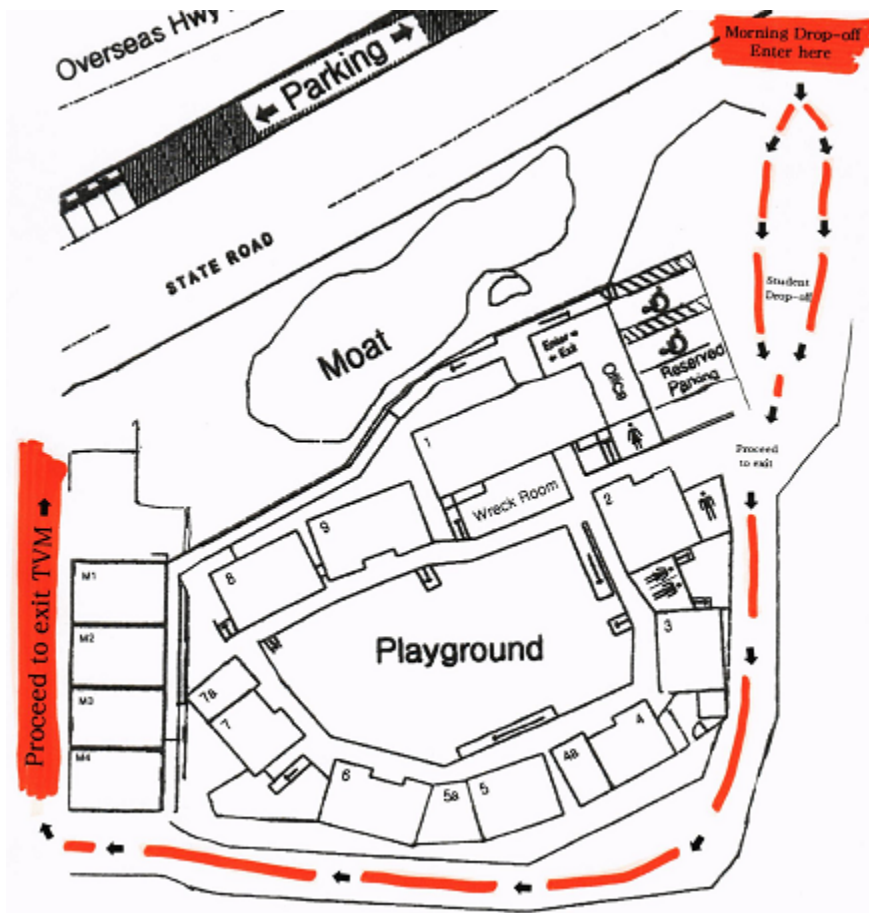
- Students enrolled in aftercare must be **signed out** by a parent/guardian or authorized pick-up person.
- Pick-up for aftercare will be from the **TVM playground**.

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## **New Option – Founders Park Shuttle**

We are working on a plan to provide **transportation to Founders Park** at the end of the school day for students who sign up. This option will begin **Monday, August 18th**. Stay tuned for more details!

## Drop-off Map



## Pick-up Map

