

DROP-OFF Policy

Monday & Wednesday Drop-Off

Students in **1st grade and higher may be dropped off on Mondays and Wednesdays** when the following requirements are met.

Class Registration & Time on Campus

Students must be registered for classes during their time on campus, with **a maximum of one hour outside of class per day**.

Parents are responsible for arranging drop-off and pickup times around their child's registered schedule. Students may not remain on campus for additional unregistered time simply because a sibling or friend is attending classes.

Students whose parent remains on campus may have multiple breaks.
Students younger than 1st grade may not be dropped off on Mondays and Wednesdays.

Students With Special Needs

Students with special needs must have a parent, guardian, or designated responsible adult remain on campus at all times while the student is present. No exceptions.

This requirement applies regardless of the student's grade level or class schedule. These students may not be dropped off without an accompanying adult remaining on campus.

Student Readiness & Behavior

By choosing to drop off a child, the parent or guardian acknowledges that the child is capable of:

- Understanding and following the **TEACH Respect & Behavior Policy**.
- Managing movement between classes independently and arriving on time.
- Following directions from TEACH instructors and staff.
- Remaining in designated, permitted areas during breaks.
- Making appropriate choices and seeking help when needed.

Drop-off is an option for students who can manage these responsibilities. If a child is unable to meet these expectations, TEACH may require the parent to return to campus and remain with the child for future attendance.

Parent Responsibility & Availability

****Parents remain fully responsible for their children, including when they choose to drop them off.**** Permission to drop off does not transfer parenting responsibilities to TEACH, its instructors, or its staff.

While their child is on campus, the parent or guardian must:

- Remain reachable by phone and respond promptly to calls or messages.
- Stay ****within a 30-minute drive of TEACH****.
- Be prepared to return to campus within 30 minutes if contacted and asked to return.
- Ensure TEACH has current contact information.

Schedule Compliance

Parents must adjust drop-off and pickup arrangements whenever a class is dropped, transferred, or otherwise changed.

A dropped-off student who remains on campus outside registered class time for more than the permitted one hour will result in a ****\$50 charge to the family's account per occurrence****.

Tuesday & Thursday Journey Program Drop-Off

****All students enrolled in the Tuesday/Thursday Journey Program may be dropped off****, as instructors will monitor students during the program.

Students must follow the ****TEACH Respect & Behavior Policy****, respect instructors and others, and follow all campus rules.

****If a student does not maintain these expectations, a parent or guardian will be required to return to campus.**** The student may be removed from class, activities, plays, or other programming and seated in the office until the parent or guardian arrives.

Parents who choose to drop off their students must:

- Remain reachable by phone.
- Respond promptly to calls or messages from TEACH.
- Be available to return to campus promptly if needed.
- Ensure TEACH has current contact information.

Permission to drop off a student does not remove the parent or guardian's responsibility for the student's behavior or compliance with TEACH policies.

Required Parent/Guardian Acknowledgment

****I have read, understand, and agree to the TEACH DROP-OFF Policy.****

For ****Monday/Wednesday attendance****, I understand that my child must be in 1st grade or higher to be dropped off, must be registered for classes while on campus, may have no more than one hour outside of class, and must be capable of independently following TEACH policies and moving between classes. I understand that students with special needs must have a parent, guardian, or designated responsible adult remain on campus at all times.

For the ****Tuesday/Thursday Journey Program****, I understand that students may be dropped off and will be monitored by instructors. I understand that my student must follow TEACH's behavior policies, respect instructors and others, and follow all campus rules.

****I understand that if my child does not maintain appropriate behavior or follow TEACH policies, I may be required to return to campus. My child may be removed from class or activities and seated in the office until I arrive.****

I understand that I remain responsible for my child while choosing the drop-off option, must remain reachable by phone, and must be prepared to return to campus when requested.