

# Check-In Procedures



Stay in your vehicle



Drive up to the Main Office on campus (EC, LS, MS & US)



Call the school office at 903-753-0612. Notify the staff member that you are dropping off your student



For check-in, a staff member will meet the student at the door of the Upper School building for a temperature check before the staff member escorts the student to class. Please be sure your child is wearing a mask (grades 4 and up) before entering the building



Students will use hand sanitizer before going into class

Visitors will not be allowed on the TST campus at this time. The doors of the school will remain locked at all times during the school day.



## Forgot an item at home:

If you need to drop off an item for your student, please place the labeled item in the provided crate outside the front door of the TST Main Office. Examples: lunch box, book, folder, sweater, etc. Please remember to label all items. We do not have office aides this year, so delivery of the item to the classroom might not be immediate.

\*Please remember to allow adequate time for these procedures if your student has an appointment scheduled.

# Check-Out Procedures



Stay in your vehicle



Drive up to the Main Office on campus (EC, LS, MS & US)



Call the school office at 903-753-0612. Notify the staff member that you are picking up your student



For check-out, a staff member will bring the student out to the car in the Upper School building parking lot by the Main Office

For extended enrichment, pick up for LS will be behind the Martin building and EC in front of the Martin building. Text a staff member upon arrival.



## Lunch:

If your child has forgotten his or her lunch at home, you may order a 911 emergency lunch. All 911 lunches will be a turkey sandwich, chips and dessert. We do not allow outside food deliveries at this time for any grade level.



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