

Student Pickup and Drop-Off Policy

True North Academy of Oklahoma

Student Drop-Off and Pick-Up Policy

True North Academy of Oklahoma

(In-Person Instruction Location: Springdale Church)

True North Academy of Oklahoma maintains structured drop-off and pick-up procedures to ensure the safety, supervision, and orderly transition of all students. All families participating in in-person learning are required to follow the procedures outlined below.

1. Traffic Flow and Designated Areas

- The Academy provides a traffic flow map to all participating families.
- All vehicles enter and exit using the designated route shown on the map.
- Parents/guardians remain inside their vehicles during standard drop-off and pick-up.
- Staff members supervise and escort students individually to and from vehicles.
- Drivers proceed slowly and follow staff directions at all times.
- Use of cell phones while driving in the traffic line is strongly discouraged.

2. Morning Drop-Off Procedures

Drop-Off Window: 9:00 a.m. – 9:25 a.m.

Instruction Begins: 9:30 a.m. (promptly)

- Students arrive no earlier than 9:00 a.m.
- Staff supervision begins at 9:00 a.m.
- Students arriving after 9:25 a.m. report to the designated entrance.
- A parent/guardian presents a valid government-issued photo ID and signs the student in.

- The Academy records late arrivals in accordance with attendance procedures.

Students are not permitted to exit vehicles without staff supervision.

3. Afternoon Pick-Up Procedures

Pick-Up Window: 2:30 p.m. – 2:50 p.m.

Building Secured: 3:00 p.m.

- Students remain inside the building until staff members escort them to the pick-up area.
- Vehicles follow the established traffic pattern.
- Springdale Church secures exterior doors at 3:00 p.m.

4. Car Tag / Identification System

- Each family receives a school-issued car tag displaying the student's name or assigned number.
- The tag must be visibly displayed on the dashboard during pick-up.
- Vehicles without visible identification may be directed to park and present ID inside the building.
- Replacement tags may be issued upon request.

5. Early Pick-Up Procedures

- Parents/guardians notify the school in advance whenever possible.
- Early pick-up ends at 2:15 p.m. to protect instructional continuity unless an emergency exists.
- Parents/guardians present a valid government-issued photo ID.
- Students are released only to authorized individuals listed on the student's approved pick-up form.
- The student must be signed out using the school's check-out form.

6. Authorized Pick-Up Persons

- Only individuals listed on the student's Authorized Pick-Up Form may retrieve a student.
- Authorized individuals present a valid government-issued photo ID.
- The Academy does not release students to unauthorized individuals.
- Changes to authorized pick-up lists must be submitted in writing by the parent/guardian.

7. Inclement Weather Procedures

- Students remain inside the building until staff directly release them to vehicles.
- Modified traffic flow procedures may be implemented when necessary.
- Families follow staff instructions without exiting vehicles.
- If conditions require, pick-up may shift to an indoor release system.

Late Pick-Up Fee Schedule and Enforcement Structure

8. Definition of Late Pick-Up

A student is considered late for pick-up if the student remains in the building after **2:50 p.m.**, unless prior administrative approval has been granted.

Exterior doors are secured at **3:00 p.m.** Students not picked up by 2:50 p.m. transition to supervised late status.

9. Late Pick-Up Fee Schedule

Late fees are assessed per occurrence (per family) as follows:

- **2:51 p.m. – 3:00 p.m.**
\$15 flat fee
- **3:01 p.m. – 3:15 p.m.**
\$25 total fee

- **After 3:15 p.m.**
\$25 plus \$1 per minute thereafter

Late fees are applied to the family's account and are due within five (5) business days.

10. Emergency Grace Consideration

- Parents/guardians must notify the school immediately if delayed due to an emergency.
- Administration may grant one emergency grace waiver per semester.
- Routine traffic delays, scheduling conflicts, or repeated tardiness do not qualify as emergencies.
- Grace determinations are made at the discretion of school administration.

11. Enforcement Structure

First Occurrence (Per Semester)

- Written reminder of policy
- Late fee assessed

Second Occurrence (Per Semester)

- Written notice
- Late fee assessed
- Parent conference may be required

Third Occurrence (Per Semester)

- Late fee assessed
- Mandatory administrative conference
- Development of a corrective supervision plan if necessary

Fourth or Subsequent Occurrences (Per Semester)

The Academy may implement additional corrective actions, including:

- Increased supervision fees
- Required structured after-care enrollment (if available)
- Enrollment review or conditional continued attendance

The Academy reserves the right to take further action if repeated violations impact staff supervision capacity or student safety.

12. Failure to Pay Late Fees

- Unpaid late fees beyond ten (10) business days may result in account hold status.
- Continued non-payment may affect participation in optional activities or re-enrollment eligibility.

13. Legal and Safety Considerations

If a student remains unpicked up and the Academy cannot reach a parent/guardian or authorized individual within a reasonable time, the school may contact individuals listed on the emergency contact form.

In extreme circumstances where supervision cannot be maintained and no authorized contact is reachable, local authorities may be contacted to ensure student safety.

14. Administrative Authority

School administration maintains sole authority to interpret and enforce this policy in alignment with student safety, staffing capacity, and operational integrity.

True North Academy of Oklahoma

Terrie Dunbar



IN-PERSON SCHEDULE

TUESDAYS & THURSDAYS



DROP-OFF WINDOW:
9:00 a.m. – 9:25 a.m.



INSTRUCTION BEGINS:
9:30 a.m. (promptly)



PICK-UP WINDOW:
2:30 p.m. – 2:50 p.m.



BUILDING SECURED:
3:00 p.m.



Thank you for helping us keep our school day safe, structured, and successful for all students.

On Time. Prepared. True North.



TRUE NORTH ACADEMY OF OKLAHOMA • DROP-OFF & PICK-UP TRAFFIC FLOW

