

TPSCOMING AND GOING



FRONT OFFICE NUMBERS

Lombard Street Building (Teri Lawson and Jean Gizzi)

215-545-5323 x 221

Early Childhood Education Center - South Street (Keisha Smith)

215-545-5323 x222

- The school day begins at 8:20 a.m. for ALL TPS STUDENTS. Middle Schoolers may enter their classrooms at 8:10am.
- The school day ends for preschool and kindergarten at 3:15 p.m. Monday–Thursday and at 3:00 p.m. on Friday.
- The school day ends at 3:20 p.m. for children in grades 1–8 from Monday through Thursday and at 3:00 p.m. on Friday.

ARRIVAL

Preschool: During the first months of school, we ask that preschool children be escorted by their parents or caretakers into their classrooms at the Schwartz Siegel Building. The classrooms open at 8 a.m.; the school day begins promptly at 8:20 a.m. Preschool teachers will let you know when the children can be dropped off rather than walked into the classroom. For drop-off information, see Kindergarten.

Kindergarten: Kindergarten children may be dropped off in the drop-off lane on the west side of 25th Street in front of the Schwartz Siegel building. A staff member will open your car door and help your child out of the car. Drop-off is from 8:00 to 8:20 a.m. The kindergarten teachers will greet the children in the garden. There is short-term, 5 minute parking on the east side of 25th Street if you would like to walk your child into the garden.

Grades 1–8: The west side of 25th Street between Lombard and Waverly streets is our “drop-off zone” for students entering the Lombard Street building. A staff member will open your car door and help your child out of the car. Under no circumstances should anyone park within 10 yards of the crosswalk at 25th and Lombard. We encourage families to drop children off between 8 a.m. and 8:10 a.m., when 25th Street is not congested. (If families happen to drop off a kindergartener along with an older sibling at the Lombard Street building, the older sibling may NOT walk the kindergartener over to Schwartz Siegel; the kindergartener will wait in the Yard and will be escorted to Schwartz Siegel at 8:20 a.m. by a staff member.)

Early Risers: Preschool and Kindergarten Children who need supervision on Mondays through Fridays before the school yard opens may enter the Early Childhood Education Center between 7:30 and 8 a.m. They must be accompanied and signed in by a parent or caretaker. Children in grades 1 to 8 may enter the Lombard Street school yard as early as 7:30 a.m.; they will be supervised by a staff person.

Parking: If you are escorting a child to Schwartz Siegel or if you want to “unpack” your older child yourself or if you need to enter the school building, please find legal on-the-street parking. Please do not leave your car in the drop-off lane, in the bus lane in front of the Lombard Street building, or on Naudain Street.

DISMISSAL

The school depends on the information supplied by parents on Dismissal Plan Forms to safely dismiss the children. Please note that we will allow students to be picked up only by escorts whose names have been provided by a parent to the school. If you need to make a temporary change to your child’s dismissal, please call 215-545-5323 and press “2” or fill out a change of dismissal form (found at the front desk of either building) *before 11 a.m.* of the day that the change is needed. During dismissal, children may not play or run in the schoolyards; escorts are asked to please keep their children closely at their side. Please do not bring pets into the schoolyard or the school building.

Preschool and Kindergarten: At 3:15 p.m. preschool and kindergarten children are dismissed from the Garden at South Street. (In inclement weather, pick-up is from the classrooms.) If your child is not participating in an after school program, please pick him or her up promptly at 3:15 p.m. At 3:20 p.m. all children enrolled in an after school program will be escorted to the Lombard Street building, where after school activities are held.

Grades 1–8: Students in grades 1–8 are dismissed from the Lombard Street schoolyard at 3:20 p.m. from Monday through Thursday and at 3:00 p.m. on Friday. Students remaining in the schoolyard after dismissal time may be sent to the ASEP or MSAS program; a fee will be charged for this coverage. (In inclement weather, pick-up is from the Multi-purpose Room for Primary Unit students; older students will wait for escorts under the gym overhang in the Yard.)