

  
Tulsa Community College  
WEST CAMPUS  
TEEN EXTREME  
DROP-OFF / PICK-UP INFO

**Welcome!** We are so excited to have you and your child on campus.

Please read the important information below. This will help us to better serve you!

## **DROP-OFF/PICK UP PROCEDURES**

**Drop-off and pick-up times are 10 minutes before and 10 minutes after class.**

If you arrive early, please wait with your child or wait in your vehicle until the staff arrives. On the first day of classes, staff will check-in your child and take your Student Data Form if we have not already received it from you.

### ***STUDENT DATA FORM INFORMATION***

*If your Student Data Form has not been received by Thursday before class starts on Monday, you will be asked to complete a form before you leave campus. We encourage you to fax us the form to 595-7588 at least one week prior to class/program start date to ensure a quicker and smoother drop-off on Monday mornings.*

**We strongly encourage you to make a copy of the Student Data form and bring it with you on the first day of your child's classes.**

*Download the Student Data Form at*

<http://www.tulsacc.edu/archive/ce/youth/dataform.pdf>

or

visit our Academic, Family and Youth Enrichment webpage at [www.tulsacc.edu/ce](http://www.tulsacc.edu/ce)

### **Drop-off and Pick-up at West Campus**

- Please refer to the enclosed map of West campus.
- As you enter the campus pull forward to the **Circle Drive**.
- Wait in your car until a staff member assists your child out of the vehicle.
- Never leave your child unattended.
- Class begins at 8:30am and ends at 4:30pm

- You may drop-off your child as early as 8:20am and pick up as late as 4:45. If you arrive after that time, you'll need to drop-off or pick up in person at the Campus Police office on the West Campus.

## **HANG TAG PROCEDURES AND**

## **ALTERNATIVE PICK-UP PROCEDURES**

- *Please place your hang tag on your rear view mirror or place on the dashboard of your car on the passenger's side. Hang tags must be visible.*
- *Alternate persons picking up your child **MUST** be reported to summer Coordinator and/or staff. **ALL** alternate pick-up person(s) **MUST** provide ID, such as a drivers license, as requested in order to pick-up your child.*
- **If an alternate pick-up person does not have ID, parents and/or legal guardians will be called to verify the child can be released to the alternate.**

## **GENERAL INFORMATION**

- PLEASE, PLEASE, PLEASE, DO **NOT** leave your car unattended in the drive at TCC. PLEASE park and walk to the drop-off/pick-up area to talk with staff if you have ANY questions, as asking questions DURING our drop-off / pick-up time causes traffic delays.
- Staff will be working with the Director and Coordinators to ensure your child is our first priority. *Our staff will be dressed in STAFF t-shirts and/or will have a name badge.*
- Students are never left alone. Aides or teachers always stay with the children before, after and during class. Aides go with the children to lunch as well.
- **Room numbers** are not provided for safety reasons. If you need to contact your child, please go to Campus Police or call our office at 918-595-7566.
- **Medications** should be taken directly to the Campus Nurse, Room SC100 in the prescription bottle.
- Remember to send a **sack lunch** if you did not sign up for the Lunch Option.
- If you send **backpacks, money, cell phones, gameboys**, etc. with your children, *please remember TCC is not responsible for lost or stolen items.*

- Can't come to class? You must call 595-7566 to drop a class. The deadline for Teen Extreme classes is **Wednesday noon prior to the Monday start date**. Nonattendance does not entitle you to a refund.
- ***Need to enroll in more classes?*** *Call 595-7566 today to find out what is still available.* Remember we have camps and programs for even your older children.
- **T-shirts** - You can drop by the West Campus Bookstore and purchase one, or **you can place an order with one of our staff by giving them the form and payment.**

**Thanks in advance! Your child is going to have a fabulous time! If not, just call us at 918-595-7566 and we'll put forth our best effort to make it a great experience!!!**

**Best regards,**

**Continuing Education -Academic, Family and Youth Enrichment Staff**