



## Tulsa Community College

SOUTHEAST CAMPUS

YOUNG GLUEDOBBER'S CAMP

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)

**Students not picked up on time will be taken to Campus Police.** If you miss the designated time for drop-off and pick-up, you will have to go directly to the Campus Police to drop-off or pickup your child in person. *Please note that this procedure is for the safety of the student as our offices close promptly at 5:45 p.m.*

- **Where do I drop-off and pick-up my child?**

You will enter the college from the back using the SouthCrest entrance off 91<sup>st</sup> Street. Drop-off and pick-up will take place at parking lot FIVE. Signs will be posted on campus to help direct you.

- Exit 91<sup>st</sup> street off of Hwy 169, Go West
- Turn right on 101<sup>st</sup> E Ave (the first right, this is also the entrance into SouthCrest Hospital)
- Follow 101<sup>st</sup> Street around the hospital (lots of curves)
- Enter when you see a sign that reads “College for Kids or Summer Youth Programs”
- Pull up alongside the sidewalk as directed. We will assist your child in and out of the vehicle. YOU WILL NEED TO EXIT THE WAY YOU ENTERED.
- The area where you will wait in your vehicle will be blocked off

## **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 the Summer Programs Information CART or Information table 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 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 the Summer Youth Programs office, Room 1101 (Building 1).
- **Medications** should be taken directly to the Campus Nurse, Room 2216 (Building 2) in the prescription bottle.
- 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. 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 Southeast 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**