



**Tanglewood Middle School**  
**An International Baccalaureate World School**  
5215 San Felipe • Houston, Texas 77056  
(713) 625-1411 • (713) 625-1415 fax  
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J. Maldonado, *Dean* • A. Phillips, *Dean*  
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## **Drop-off & Pick-up Important Safety Notice**

Our students must be safe in the parking lot as well as the classroom. We need your help in improving the safety of our students as they arrive in the morning and leave in the afternoon. Please read the following guidelines and make every effort to drive safely.

1. Students should not be dropped off before 8:05am or picked up after 4:15pm. Students are not supervised prior to or after these times.
2. Form 1 line on San Felipe. Please enter the driveway in the front of the school and form 2 lines. (Students are **not allowed** to be picked up or dropped off in the bus/staff lot behind the school **or in the front lot adjacent to Sage.**)
3. As you enter the parking lot on San Felipe, please pull up as far as you can, all the way to the end of the lot. When the car ahead of you leaves, please pull up. If your child is not ready for you, you will be asked to exit the lane and go around the block.
4. Please do not block the crosswalks or the sidewalk in the car pool lane. Enter the carpool lane from San Felipe. Exit on Sage and turn right. You must turn right from 8:00am-8:45am and from 3:50pm-4:15pm on to Sage.
5. **Please do not drop-off or pick-up from Sage and San Felipe streets! This maybe a time saver for you, but it is not SAFE. Do not pick up or drop off in the Del Monte Neighborhood or across the street in the Randall's & Bank of America parking lot.**
6. Please NEVER leave your car unattended. If you need to enter the school building; please park your car in the parking spaces in the front lot adjacent to Sage.
7. If your child walks or rides a bike to school, please remind them to be very careful. The students must always obey the traffic signals, and always cross with the light and in the crosswalk.
8. Some of our students insist on walking over to the shopping center after school or going to the park to hang out after school. This is not safe and not allowed. The businesses across the street do not want Tanglewood students to be there. Parents need to make the appropriate arrangements for after-school care for their child.
9. Students and parents are not allowed to cross in the middle of the street instead of crossing with the light at the corner on Sage or San Felipe.
10. Once students leave campus they are not allowed to return.
11. Lastly, please be reminded that we are all responsible for the safety of our students. Treat every student you see as if they were your own. Please try not to be in a hurry during drop-off and pick-up. The school is located at a very busy intersection, in a very busy neighborhood.