

DROP-OFF AND PICK-UP PROCEDURES for
NORTH STREET SCHOOL
2021-2022

Please follow the procedures outlined in this document for the safety and security of all of our students. These procedures will be in place for the entire school year, and we greatly appreciate your assistance in following them throughout the year.

Please note that no vehicles should drive through or park in the bus circle between 8:20-8:45 a.m. and from 2:45-3:30 p.m.

Additionally, no vehicles should ever pass a stopped school bus with the stop sign out. This indicates that the bus is either loading or unloading children and it is against the law to pass the bus.

There is no parking allowed in the Fire Lane at any time.

MORNING DROP-OFF PROCEDURES AT NSS

Bus Drop Off

Bus routes and pick-up times are on the BTS page of the website.

Bussing will proceed as usual, however, students (wearing masks as required) will be required to fill the seats from the back to the front of the bus upon boarding. Siblings will need to sit together. Upon arrival, the front doors of the school will be open and staffed prior to any buses unloading. Students will exit the bus from the front to the back and proceed straight inside and head to their classes (rather than waiting outside together until 8:30).

Parent Drop Off

The **Drop Off and Pick Up Procedures** for those families driving to school are also posted on the **BTS website**.

Please plan to arrive between **8:30 and 8:45. After 8:45 is considered Tardy.**

Staff will be stationed outside to assist with arrival each day. We will make sure students get to the correct door.

The long driveway that leads from North Street to the parking lot is a two-way driveway. Please **line up along the driveway and pick up lane single file only.**

If you are on North Street, please pull over to the shoulder so the traffic can continue to pass. Use your hazard lights.

Please approach the driveway heading Southbound on North Street only. If you are heading North, please drive to the next cross street and turn around to approach from the Southbound lane (make a right into the driveway only).

Make a **right turn only when exiting the parking lot during peak times.**

All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull all the way forward until you are directed to stop by the school's designated personnel or traffic is stopped immediately in front of you. Please do not block the crosswalk.

Students may EXIT ONLY FROM THE CURBSIDE OF THE VEHICLE and only from the inside lane along the curb. Students are NEVER to exit a vehicle from the driver's side into traffic. Students must have a mask on before exiting.

Caregivers are to remain in the vehicle at all times and staff will open and close the vehicle door and remove any gear from the trunk or backseat if needed.

Caregivers are requested to follow all staff directions at all times and to use the drop-off lane as directed.

Please do not use cell phones when you are in the drop-off line.

Should you arrive after 8:45 and staff is no longer in the drop off circle, you may drop your student at the front door so they can ring the bell.

No visitors or volunteers will be permitted to enter the building at this time.

Students in Kindergarten will proceed to the first set of doors on the right at the front of the building .

First and second graders will enter through the main doors at the front of the building near the office.

Students in **3 Lopes, 4 Abbott, 4 Cossifos and 5 Jagodzinski** will enter through the classroom exterior doors. These doors are located on the front side of the building right next to the drop off area. The teacher will be at the door.

Students in **3 David, 3 Zygmunt, 4 Gobetz, 5 Celestino, and 5 Breen** will enter through the main door at the end of the upper wing corridor (North side) next to the science lab and the band/orchestra room. A staff member will be stationed at this entry. There is a path from the drop off area to this door.

PreSchool Arrival will be from 8:45-9:00. Students should be walked to the front doors closest to the main office. A staff member will bring the students inside and they will proceed straight to their classrooms.

Dismissal Procedures

Bus dismissal

We will board the busses from the back to the front in the order of the stops. (Students with the furthest stops are at the back). This will help limit students walking past other students who are seated both when boarding and exiting. The afternoon route is the AM Route in reverse.

Parent Pick up

We will be using the **Fast Lane function of School Dismissal Manager again**. You will be entering a personalized code as you arrive at school and it will alert your child and the teacher that you are here. The students will then proceed outside to the Parent Pick up line directly from their classroom, rather than gathering and waiting in the gym.

Be on the lookout for the email to set up your School Dismissal Manager Account and to download the new app.

Beginning at 3:10 and until 3:30 pm students may be picked-up curbside following the procedures set forth below. All caregivers will wait in the designated Pick Up Car Line in the North Parking Lot.

The long driveway that leads from North Street to the parking lot is a two-way driveway. **Please line up along the driveway and pick up lane single file only.**

If you are on North Street, please pull over to the shoulder so the traffic can continue to pass.

Please approach the driveway heading Southbound on North Street only. **If the driveway lane is full- please drive to the next cross street and turn around to approach from the southbound lane (make a right into the driveway only).**

Make a **right turn only** when exiting the parking lot during peak times.

Pull all the way forward in the driveway and follow the direction of all staff.

All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull forward until you are directed to stop or traffic is stopped immediately in front of you.

[You will be prompted to click on the School Dismissal Manager Fast Lane Button on the SDM app on your phone at a designated spot in the driveway.](#) Your child will then be prompted to exit the classroom and head outside to the car pick up area (Not prior to 3:00) Staff will help direct the student to his/her vehicle.

You must have the school provided Placard on the passenger side visor of the vehicle. Placards will be sent home in the first few days of school. If you do not receive a placard please reach out to Eileen Phelan in the office.

As vehicles depart from the pick-up line, please continue to pull forward until a staff member directs you to stop or the line is stopped directly in front of you.

Students are NEVER to enter a vehicle on the driver's side.

Your child(ren) will be directed to walk toward the top of the pick up area in order to get the cars to continue to pull forward and staff will help them to quickly and efficiently enter the vehicle with their school gear (backpacks, projects, etc.) **Caregivers are to remain in the vehicle at all times.**

Please do not use cell phones when you are in the pick-up line.

If someone is picking your child up for you, please be sure they have the Fast Lane App set up on their phone.