

ARRIVAL AND DISMISSAL PROCEDURES NORTH STREET SCHOOL

Please follow the procedures outlined in this document for the safety and security of all of our students. We greatly appreciate your assistance in following them throughout the year. Please read the information carefully and completely. We are returning to our typical arrival and dismissal procedures with a single entry and exit point at the main doors.

Please note that no vehicles should drive through 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.

Drop-Off and Pick-Up Times for Grades K-5:

Drop-off begins at 8:30 am. No child will be allowed into the school building until the doors open at 8:30 am. For the safety of your child, please **do not** drop-off your child and leave him/her unattended prior to 8:30 am.

Dismissal begins at 3:15 pm. Parents will be given prior notice of scheduled early release days on the District Calendar.

Name Placards:

Placards with your family name, to be placed in your car, will be sent home with the students during the first week or two of school. Check your child's backpack! Please contact the school office should you misplace or need additional placards. Please place the placard in the window of your vehicle during pick-up.

Questions:

Please do not hesitate to contact the main office should you have any questions or concerns regarding the pick-up and/or drop-off procedures at NSS.

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Please see below for specific instructions on Drop Off and Pick Up

**DO NOT DROP STUDENTS OFF AT THE NORTH END OF THE BUILDING
THIS DOOR WILL NO LONGER BE OPEN FOR ARRIVAL. ALL STUDENTS
WILL ENTER FROM THE MAIN FRONT DOORS**

MORNING DROP-OFF PROCEDURES AT NSS

DROP OFF in the DRIVE THRU:

Beginning at 8:30 am, students may be dropped-off curbside in the North parking lot following the procedures below:

- 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 staff or traffic is stopped immediately in front of you. Please do not block the crosswalk.
- Students may EXIT FROM THE CURBSIDE OF THE VEHICLE ONLY, never from the driver's side into traffic. (This is a passing lane.)
- Parents/Caregivers are to remain in the vehicle at all times and staff will open and close the vehicle door and help the student exit the vehicle.
- Please do not use cell phones when you are in the drop-off line.
- Students may only enter the building from the main front doors.

PARKING FOR DROP-OFF:

Beginning at 8:30 am, students may be walked to the front of building following the procedures below:

- After parking, please use the crosswalk and sidewalk at all times.
- Parents/caregivers may walk their students to the front doors, but are not permitted to walk their children to their classrooms.
- If a parent/caregiver needs to come inside the building for an appointment or a meeting, he/she will **only** be allowed to come in through the main entrance of the building. The parent must proceed directly to the office, sign in and receive a Visitor badge before proceeding to their destination.

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AFTERNOON PICK-UP PROCEDURES AT NSS

All parents/caregivers will wait in the designated areas outside the school. Students will be released to you by staff members.

PICK UP IN THE DRIVE THRU:

Beginning at 3:10 pm students may be picked-up curbside following the procedures below:

- All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull forward until you are directed to stop by staff or traffic is stopped immediately in front of you. Please do not block the crosswalk for those walking.
- The school provided Placard should be on the passenger side visor of the vehicle.
- Staff will call students from the waiting area to come outside and direct them to his/her vehicle.
- As vehicles depart from the pick-up line, please pull forward until a staff directs you to stop or the line is stopped directly in front of you.
- Your child(ren) will walk to wherever you are stopped and staff will help them to quickly and efficiently enter the vehicle with their school gear (backpacks, projects, etc.) Parents/Caregivers are to remain in the vehicle at all times.
- If the caregiver does not have a school authorized Placard visible, and is unknown to the staff member, the staff member will check to confirm that such caregiver is authorized to pick-up the student in question.
- Please do not use cell phones when you are in the pick-up line.

PARKING FOR PICK-UP AT THE FLAGPOLE:

Beginning at 3:15 pm, parents may wait for their children to be released to them by the flagpole following the procedures below:

- A staff member will be standing at the flagpole at dismissal. Please provide the first and last name of the student(s) you are picking up to the staff.
- Staff will then call the student from the waiting area and he/she will meet his/her parent/caregiver by the flagpole.
- If the staff member does not recognize the caregiver picking-up, he/she will check to confirm that such caregiver is authorized to pick-up the student in question.
- Pedestrians must use the SIDEWALK and CROSSWALK at all times.