



Northfield Elementary

550 West Northfield Blvd Murfreesboro, TN 37129 PH: 615.895.7324
Mrs. M'lisa Miffleton-Principal Mrs. Ashley Whitaker - Assistant Principal

2024-2025 ARRIVAL AND DISMISSAL PROCEDURES

GENERAL DROP OFF INFORMATION

Morning Drop Off:

Doors open at 7:15 a.m. Students in grades K-6 can be dropped off and enter at the **Northfield Blvd, Haynes Haven Lane, Saddlebrook Drive or James Drive entrances**. This includes bike riders and walkers.

1st Grade and VPK - HAYNES HAVEN Lane: 1st grade drop off is 7:15 – 7:30. VPK students drop off is 7:35 – 7:45. VPK parents may not enter the Haynes Haven Lane drop off loop until 7:35. VPK parents entering the drop off loop before 7:30 will be asked to exit the loop until car rider drop off begins.

ESP, CDC and Kindergarten - SADDLEBROOK Drive: ESP drop off is between 6:00 – 7:10. After 7:10 ESP parents will need to get in the regular car rider drop off line. **CDC and KINDERGARTEN** car rider parents may not enter the Saddlebrook Drive loop entrance until 7:10. Those parents entering the loop prior to 7:10 will be asked to exit the loop until car rider drop off begins.

UNLOADING STUDENTS at all entrances: Students unload at the sidewalk from the **passenger side** of the car. Cars remain in a single file line. **For the safety of students, refrain from passing other cars in the line.** If you are the first car in line, pull up to allow several cars to unload.

Late Arrivals: Students arriving after 7:30 a.m. are considered tardy. Faculty and staff members will close the doors at 7:30 a.m. cell phone time. After 7:30 a.m. there are no Northfield Elementary faculty and staff members outside to welcome students, please park and walk your child to the front door of the school. This is for the safety of all.

Front drive parking:

To park in the front of the school, stay in the left lane in the driveway and turn left into the parking lot. When walking from the parking lot, cross the driveway at the crosswalk.

GENERAL DISMISSAL INFORMATION- SCHOOL ISSUED CAR ID TAG REQUIRED FOR PICKUP

I P-K and 1st Grade Car Rider Dismissal-Haynes Haven Lane: - 2:30 dismissal

I P-K teachers will give more detailed drop-off and pick-up information. **There is NO PARKING in this area during regular school hours.** Show your NFE car rider tag. Students load at the sidewalk into the passenger side of the car. After your vehicle has been loaded, wait for the signal to proceed.

Kindergarten Car Rider dismissal - Saddlebrook Dr. – 2:30 dismissal - 2nd entrance from the front of the school

Remain in a single car line and inside your car to pick up your child/children. Show your NFE car rider tag. Students load at the sidewalk into the passenger side of the car. After your vehicle has been loaded, wait for the signal to proceed.

Second & Third Grade Car Rider Dismissal-front drive – Northfield Blvd – 2:30 dismissal

Cars should not start lining up until **2:05 for dismissal**. Pull up as far as possible to load your vehicle. Do not block the driveway from the gym parking lot. Show your NFE car rider tag. Students load at the sidewalk into the passenger side of the car. After your vehicle has been loaded, wait for the signal to proceed.

Fourth, Fifth, & Sixth Grade Car Rider Dismissal- James Drive – 2:30 dismissal

Show your NFE car rider tag. Pull up as far as possible to load. For the safety of the students, load cars up to the bike rack. Students **may not** meet parents at the road. **There is NO PARKING in this area during regular school hours.** Students load at the sidewalk into the passenger side of the car. After your vehicle has been loaded, wait for the signal to proceed.

For afternoon pick-up a 2024-2025 Northfield Car Rider Tag is required for pick up

If you do not have a Car Rider Tag you will come to the office with your ID in order to pick up your student. Older siblings will go to the younger siblings pick up location. See above for pickup areas.