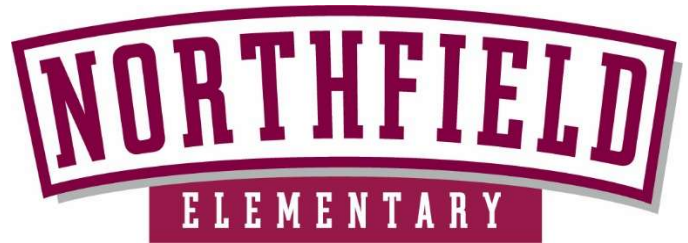


Essential Parent Information 2025–2026



School Start Time

- Doors open at 7:15 a.m. – No student drop off before 7:15.
- Class begins at 7:30 a.m. – Students should be in class, ready to learn.
- After 7:30 a.m. - Students are tardy and parents must bring them to the front entrance.
- ESP is the only supervision available before 7:15a.m.

Arrival Procedures

- Morning Drop-Off (7:15 – 7:30 a.m.)
- Drop-Off Locations:
 - Northfield Blvd
 - Haynes Haven Lane
 - Saddlebrook Drive
 - James Drive
- Saddlebrook Drive Drop-Off (ESP/Kindergarten/CDC)
 - No car rider traffic before 7:10am.
 - Parents may wait along the side of the Saddlebrook Drive entrance.
 - Car riders entering early will be asked to exit and return after 7:10am.

Unloading Guidelines

- Pull forward to allow multiple cars to unload efficiently.
- Students exit vehicles on the passenger side onto the sidewalk.
- Vehicles stay in a single line
- Do not pass cars unless directed to do so.

Dismissal Procedures

- Car Rider Pick-up: 2:30 – 2:45 p.m.
- After 2:45 p.m.: Pickup is in the front office with a car tag or photo ID.
- **Afternoon Car Rider Pick-Up Locations:**
 - Kindergarten & CDC: Saddlebrook Dr.
 - 1st Grade & IPK: Haynes Haven Lane
 - 2nd & 3rd Grade: Northfield Blvd.
 - 4th/5th/6th Grade: James Dr.
- Sibling Pick-Up: Older siblings go to the younger sibling's dismissal location.
- Car Rider Tag Required
 - Display your 2025–2026 Northfield Car Rider Tag clearly.
 - **No tag? Come to the office with your ID to pick up your student.**

Safety Reminders

- Students load from the passenger side only. Parents, stay in your vehicle and wait for staff directions.
- No student may meet a parent at the road.
- No parking is allowed in pick-up areas during school hours

Voluntary Pre-K Procedures (VPK)

- **Drop Off** - 7:35am in the front loop at Northfield Blvd. VPK parents should not enter the front loop until 7:35. Parents arriving early will be asked to exit the loop and circle back around.
- **Afternoon Pick-up** - 1:30pm in the front loop at Northfield Blvd.
 - Parents must walk up and sign students in and out with the teacher at the outside entrance of the cafeteria.
 - Email Kathy.urbina@cityschools.net or Nichelle.shelton@cityschools.net for questions and further information.

ESP (Extended School Program)

Morning ESP: 6:00 – 7:10 a.m.

- Drop-off is at Saddlebrook Drive.
- After 7:10 a.m., please use the regular car rider line.

Afternoon ESP: 2:30 – 6:00 p.m.

- Pickup begins at 3:00 p.m. at Saddlebrook Drive.

For questions or additional information, please contact Jaina Yochum at jaina.yochum@cityschools.net.

Dismissal Changes/Early Dismissal Procedures

- Use the following link or QR code by 1:30 p.m. to ensure timely notification.
- <https://forms.office.com/r/ucRgReZ78B?origin=lprLink>



- Early Dismissals: Parents are asked to pick up students by 1:30 p.m. to avoid dismissal traffic.

Visitor Procedures

- All visitors must show photo ID to enter through the front doors and report to front office.
- All visitors must show photo ID once in the front office and wear visitor's sticker at all times.
- Visitors must sign out at the front office and return visitors sticker before leaving.

Contact Directory

Department	Contact	Department	Contact
Attendance/Records	angela.case@cityschools.net		615-895-7324
Bookkeeper	melanie.schulte@cityschools.net	Front Office	tracie.talmadge@cityschools.net
Cafeteria	615-895-6715 cathy.mosley@cityschools.net	MCS Board of Education	615-893-2313
ESP	615-898-7114 jaina.yochum@cityschools.net	Nurse (LPN)	jennifer.scott@cityschools.net
Fax	615-898-7158	Transportation	615-898-7126

