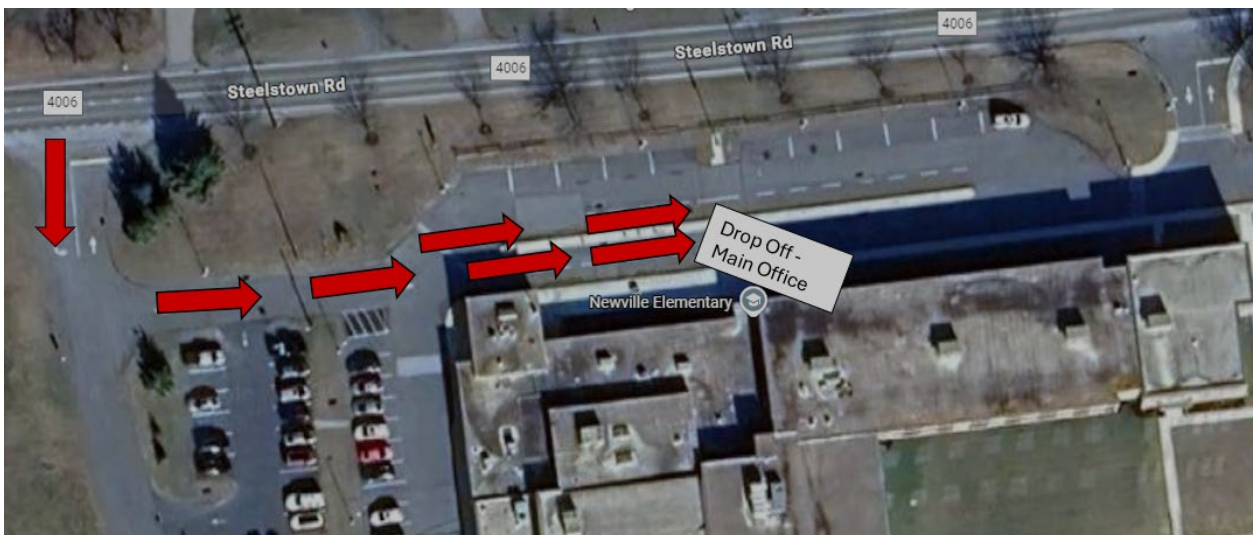


25-26 Pick-up and Drop-off Information

Drop-Off / Entry Times

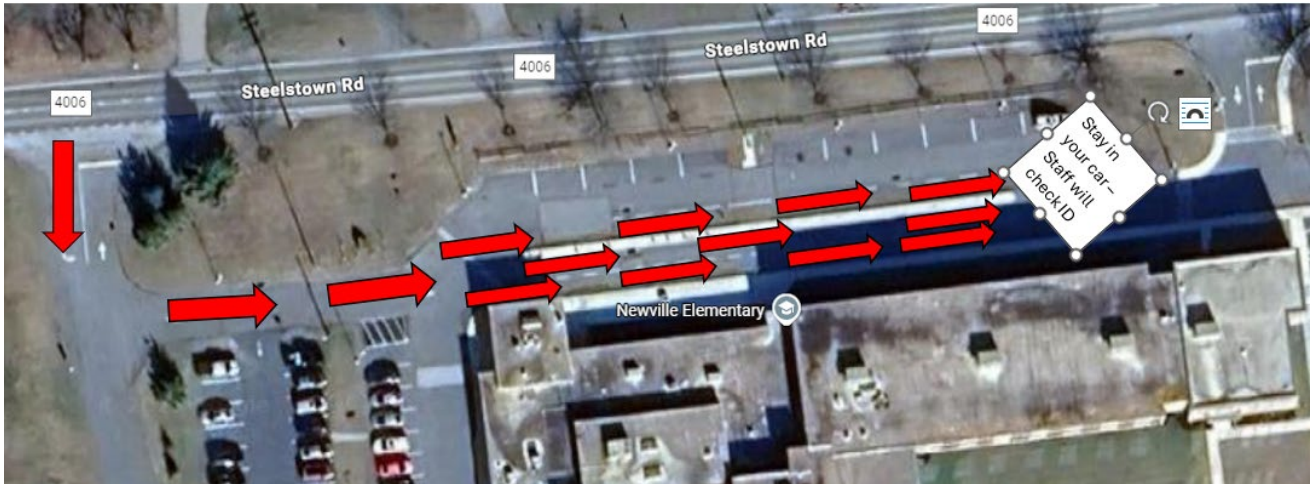
- Morning Drop-Off starts at 9:00 AM - 9:18 AM
- Parents dropping off may pull all the way up to the main entrance door.
- The first open lane, right of the concrete area, is for students who do not need assistance walking in. Please do not park your car in this lane and walk your student(s) in.
- If you want to walk your child to the cross walk or into the school, please use the lane on the left side of the concrete area.
- Students should enter through the main office area.



Pick-Up

- Afternoon Pick-Up starts at 3:40.
- Use the first three lanes to line up for dismissal.
- At 3:40 PM a staff member will check your valid ID and ask for the student(s) you are picking up.
- Students will be called out in the order of the pickup line.
- **Parents need to stay in the car.**

- Once students are loaded, a staff member will direct you when to exit.



Parent Pick-Up Notes

- All students that will be picked up by a parent/guardian will need to either call the office before 1:30 PM or send a signed note or email. **Even if students were on the list last year, we do not carry anything over, so please be sure to inform the office.**
- If your student will be a pick-up every day, or have set days they are picked up every week, you can write a note stating that for the entire year.
- If you have a shared custody schedule, you may also print out a calendar and mark the days they are getting picked up and who is picking them up.

Entry Procedures

Our outside lobby door will be locked. Please follow the steps below.

- Ring the camera doorbell mounted to the left of the outside lobby doors.
- An office staff member will be able to see you and will speak to you through the doorbell. You can let us know at the time the reason for your visit to Neville.
- We will then be able to buzz you into the lobby area.
- Be sure to have your ID READY FOR EVERY VISIT.