

NORTH COVENTRY ELEMENTARY SCHOOL

2026-2027 Student Drop Off/Pick Up Procedures

Drop-off

- ☐ Drop-off time is 8:35am to 8:50am
- ☐ Cars may **NOT** arrive to drop off before 8:25am (**this system is meant to work when cars are continually flowing; therefore, if many cars arrive early, the backup could affect the buses being able to get in the main drive to the bus lot**)
- ☐ Drop off is in the main circle; students are required to exit from the passenger side of the car; drivers are **NOT** to exit the car to help a student out. Staff members are available to assist.
- ☐ Cars will need to snake around the parking lot to the back of the building near the receiving door if the line does get lengthy (See map below)
- ☐ Staff will be greeting students and assuring they enter the building safely
- ☐ Cars may **NOT** pass another car in the circle for safety reasons

Pick-up

- ☐ Cars may **NOT** start arriving before 3:20pm (**this system is meant to work when cars are continually flowing; therefore, if many cars arrive early, the backup could affect buses being able to get in the main drive to the bus lot**). *If you need to arrive early please park in a designated parking spot.*
- ☐ Students should enter on the passenger side of the car when being picked up and if help is needed with seatbelts, we request you move through the circle before stopping to do that.
- ☐ Everyday pickup students may be signed up using the **Pickup Patrol App**.
- ☐ If your student is not an everyday pickup student, please use the Pickup Patrol App for the day(s) you plan to pick your student up. ***This must be done prior to 2:20pm.***
- ☐ **Please put a large sign (or school supplied sign) in the passenger side window of your vehicle with the students' last & first name, in LARGE FONT, being picked up. This will assure the process flows smoothly**
- ☐ Cars will need to snake around the parking lot towards the back of the building (See map below)

