Arrival and dismissal Procedures- North Street School

Please follow the procedures outlined in this document completely for the safety and security of all of our students. We greatly appreciate your assistance in following them throughout the year.

Please note that no vehicles should drive through the bus circle between 8:45-9:00 a.m. and from 3:15-3:45 p.m.

Additionally, no vehicles should ever pass a stopped school bus with the stop sign out as it is **against the law to pass the bus**. There is **no parking allowed in the Fire Lane** at any time.

Name Placards for K-5 Students:

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.

MORNING DROP-OFF PROCEDURES AT NSS

DROP OFF in the DRIVE THRU:

Beginning at 8:45am, students may be dropped-off curbside in the North parking lot following the procedures below:

- All vehicles must proceed slowly and continue to pull all the way forward to the very top of the drop off area next to the tree. Please pull all the way up and do not leave big spaces in between the cars. Please do not block the crosswalk.
- **Please wait for staff on duty to arrive in the drop off area before allowing your child to exit the vehicle**. This is for their safety.
- Students exit from the curb side of the vehicle at all times and never from the driver's side; 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 have your child ready to exit promptly to keep the flow of traffic moving. If your child is not ready to exit the car and the staff are there, please pull all the way forward out of the way.
- Please do not use cell phones when you are in the drop-off line.

Parking for Drop-Off:

Beginning at 8:45 am, students may be walked to the front of building following the procedures below:

- After parking, please use the crosswalk and sidewalk.
- 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, he/she will **only** be allowed to come in through the main entrance. Visitors must proceed directly to

the office, sign in and receive a Visitor Badge.

PRE- K DROP OFF WILL BEGIN AT 9:00 AT THE FRONT DOOR
No cars will be permitted in the front circle until after 9:00.
Please be sure to park in a spot in the parking lot or along the left side of the circle only.
Do not park in the fire lane.
NEVER PASS A STOPPED SCHOOL BUS WiTH THE STOP SIGN OUT.

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AFTERNOON PICK-UP PROCEDURES AT NSS

Pick Up in the Drive thru:

Beginning at 3:30 pm students may be picked-up curbside following the procedures below:

- Please do not line up for pick up prior to 3:20pm. The line of cars queueing up early are leading to massive traffic delays and unsafe conditions on North Street. The GPD has asked us to urge our parents to follow these directions explicitly and not to arrive early.
- All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull forward to the furthest spot in the drop off area, next to the tree, or when traffic is stopped immediately in front of you. Please do not block the crosswalk for those walking.
- The school provided name placard should be displayed.
- 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 continue to pull forward to keep the line moving quickly.
- Staff will your child/children to quickly and efficiently enter the vehicle. Parents/Caregivers are to remain in the vehicle at all times.
- If a 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 3:30 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.