

2026-2027 Northrop Arrival/Dismissal Procedures

-To maximize the safety for your student(s), please follow these simple guidelines at all times:

-The front (north) parking lot is for buses and commercial daycare vehicles only.

-All family vehicles are permitted in the side (east) parking lot only for drop off, pick up, or parking at any time during the school day.

ARRIVAL PROCEDURES

Students are NOT to be dropped off prior to 8:45 a.m. There is no adult supervision.

- ONLY buses will drop off students in the main (front) entrance loop.
- In order to provide maximum safety, there is **NO parking or drive by drop off at any time in the front parking lot.**
- Reagan walkers and bike riders will use the sidewalk from Reagan Parkway to the front doors. These students will enter the building with the bus riders using the front doors. Bridge walkers will use the bridge from Reagan Park to the back of the building where a staff member will be monitoring the entrance.

Car Riders: Use the Pick Up/Drop Off East parking lot and adults please stay in your vehicles

- Staff members will be on duty at 8:45 am to assist students, help direct traffic, and remind students to maintain physical distancing while entering the building.
- Please pull all the way up to the end of the sidewalk (by the woods).
- Once you are parked next to the sidewalk, your child may exit the vehicle – curb-side for safety - beginning at 8:45 a.m. **or ONCE STAFF MEMBERS COME OUT TO PROVIDE SUPERVISION.** Once all the curb-line cars are unloaded, follow the car in front of you in a line to exit the parking lot.
- **PLEASE DO NOT MOVE AROUND A STOPPED VEHICLE IN THE MORNING!**
- All vehicles move forward to the end of the sidewalk again and unloading continues until the bell rings.
- We continue to try to alleviate traffic backup on Reagan Park and will be using the side door AND the back door for our car riders to ENTER the building in the morning. (Both entries will be supervised by staff.) If your child exits the vehicle along the first half of the sidewalk (after the doors), they will go around the back of the building to enter. If your child exits the vehicle along the sidewalk (between the flagpole and the doors), they will enter the side doors. Please see the map and arrows below.
- **PLEASE do not turn left out of the driveway** as it will halt the flow of traffic through our parking lot. (There is a sign to remind you at the exit.)
- If you are dropping off your student AFTER the tardy bell (8:55 am), you will need to park in the East lot, go to the front of the building/office doors to sign your child in. There will be a clipboard in the vestibule area in between the double doors.

Arrival

Buses and commercial daycare only -
NO CARS during arrival and dismissal

Reagan walkers, bike riders

Northrop
Elementary School

Bridge walkers
(seasonal)

Right turn only

~Students will unload at green smiley points and enter at side and back of building (staff present at both)
~Cars cannot block the crosswalk
~Right turn only onto Reagan
~Driveway CANNOT be blocked for any reason

DISMISSAL PROCEDURES

- **ONLY** buses and commercial daycare vans will pick up students in the main (front) entrance loop.
- In order to provide maximum safety, there is NO parking for pick up at any time in the front parking lot.

Reagan Walkers and bike riders will be dismissed with a staff member who will walk them to the sidewalk by the front driveway on Reagan Parkway. If you are waiting for your walker, please wait at the bench by the light post for them to come out with a staff member (not at the front entrance). Students that are "Bridge Walkers" will be dismissed out the back door with a staff member to meet adults at the sidewalk at the entrance to the bridge.

Car Riders: Use the Pick Up/Drop Off East parking lot and parents please stay in your vehicles

There are cones marking specific areas in the drop off line. We will still need to double-up two lines of waiting cars in between the parking lanes to eliminate backed-up traffic on Reagan Parkway.

- Please pull all the way up to the end of the sidewalk (by the woods).
- Please display the school-issued sign with your student's last name on it in the front or passenger side window of the vehicle. This will help our staff members on the 2-way radios have your student lined up and waiting at the curb for you to keep traffic flowing.
 - If another adult is picking up your student, they need your student's last name on an 8½ X 11" paper in their front or passenger window along with prior written notification to your student's teacher and the office.
- Students will wait behind the yellow line until it is safe to enter the vehicle curb-side ONLY.
- Once your student is in the car, you may carefully pull around other parked cars to exit (to keep traffic moving).
- Please remember there is NO LEFT TURN out of the drive onto Reagan Parkway.

End of Day Pick-Up Procedures

Cars will be guided through the pick-up line as follows:

- ✓ Cars from the sidewalk along the building to the first light post(box 4) around the bend leading out of the drive-way are the first line of cars to go through.
 - **Upon entering the driveway, if you are behind the light post and there is room in the middle lanes, you must move over to fill them up as they will be the next cars to go.
- ✓ The first row of cars in the middle (box 2) will feed in after the "Last Car" in the first line, followed by the second row of cars in the middle (box 3).
- ✓ Once the middle lane "LAST CARS" go through we will begin again with the cars in the curb lane. The alternating of lines of cars continues until no more cars are in the middle rows.
- ✓ **PLEASE** do not pull into the middle lanes if they are full (the lanes in between the rows of parked cars) as this blocks the people trying to get out of the parking lot. If you do feel you have to pull down and your car is beyond the end rock beds you may be stopped at the front to wait while the outside lane goes through.

We'd like to thank everyone for their cooperation and patience. By following these procedures, we are able to get all students safely to their cars as quickly as possible without a back-up onto Reagan Parkway.

Dismissal

