

DROP-OFF AND PICK-UP PROCEDURES
NORTH STREET SCHOOL
2016-2017

Please follow the procedures outlined in this document for the safety and security of all of our students. These procedures will be in place for the entire school year, and we greatly appreciate your assistance in following them throughout the year.

Please note that no vehicles should drive through the bus circle between 8:20-8:45 a.m. and from 2:45-3:30 p.m. Additionally, no vehicles should ever pass a stopped school bus with the stop sign out. This indicates that the bus is either loading or unloading children and it is **against the law to pass the bus**. There is no parking allowed in the Fire Lane at any time.

Drop-Off and Pick-Up Times for Grades K-5:

Drop-off at the school begins at 8:30 am. No child will be allowed into the school building until the doors open at 8:30 am. For the safety of your child, please **do not** drop-off your child and leave him/her unattended prior to 8:30 am. Any child left at school unattended before 8:30 am will be sent to the NSS Mornings program and parents will be charged a fee.

Children will be dismissed from class and be ready for pick-up beginning at 3:15 pm. Caregivers will be given prior notice of any early release days.

New or Additional Placards:

Please contact the school office should you misplace or need additional placards.

Questions:

Please do not hesitate to contact Linda Kocot should you have any questions or concerns regarding the pick-up and/or drop-off procedures at NSS.

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MORNING DROP-OFF PROCEDURES AT NSS
2016-2017

FOR CAREGIVERS DROPPING-OFF CURBSIDE:

Beginning at 8:30 am, students may be dropped-off curbside in the North visitor parking lot following the procedures set forth below:

- All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull all the way forward until you are directed to stop by the school's designated personnel ("Designated Personnel") or traffic is stopped immediately in front of you. Please do not block the cross walk for those walking.
- Students may EXIT ONLY FROM THE CURBSIDE OF THE VEHICLE and only from the inside lane along the curb. Students are NEVER to exit a vehicle from the driver's side into traffic.
- Caregivers are to remain in the vehicle at all times and Designated Personnel will open and close the vehicle door and remove any gear from the trunk or backseat.
- Caregivers are requested to follow all Designated Personnel directions, signs, and cones at all times and to use the drop-off lane as directed.
- Please do not use cell phones when you are in the drop-off line.

FOR CAREGIVERS PARKING FOR DROP-OFF:

Beginning at 8:30 am, students may be walked to the front of building following the procedures set forth below:

- Pedestrians MUST ONLY USE THE SIDEWALK AND CROSSWALK AT ALL TIMES.
- If a caregiver needs to come inside the building, he/she will **only** be allowed to come in through the main entrance of the building. Such caregiver MUST sign in and receive a Visitor badge at the front office before proceeding to their destination.

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AFTERNOON PICK-UP PROCEDURES AT NSS **2016-2017**

All students who are being picked up by a caregiver will be organized in a waiting area inside the school. All caregivers will wait in the designated areas OUTSIDE the school.

FOR CAREGIVERS PICKING-UP CURBSIDE:

Beginning at 3:15 pm students may be picked-up curbside following the procedures set forth below:

- All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull forward until you are directed to stop by Designated Personnel or traffic is stopped immediately in front of you. Please do not block the cross walk for those walking.
- You must have the school authorized Placard on the passenger side visor of the vehicle.
- Designated Personnel 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 pull forward until a Designated Personnel directs you to stop or the line is stopped directly in front of you.
- Students are NEVER to enter a vehicle on the driver's side.
- Your child(ren) will walk to wherever you are stopped and Designated Personnel will help them to quickly and efficiently enter the vehicle with their school gear (backpacks, projects, etc.) Caregivers are to remain in the vehicle at all times.
- Please do not use cell phones when you are in the pick-up line.
- If the caregiver does not have a school authorized Placard visible, Designated Personnel will follow school protocol to confirm that such caregiver is authorized to pick-up the student in question. Such caregiver WILL be required to provide valid I.D. for the release of such student.

FOR CAREGIVERS PARKING FOR PICK-UP AT THE FLAGPOLE:

Beginning at 3:15 pm, students may be picked-up by the flagpole following the procedures set forth below:

- A Designated Personnel will be standing at the flagpole at dismissal with a sign out sheet.
- A caregiver parking for pick-up needs to walk to the Designated Personnel and add the student's last name to the sign out sheet.
- Designated Personnel will then call the student from the waiting area and the caregiver must wait by the flagpole.
- The student will walk to Designated Personnel waiting by the flagpole and inform him that he/she is leaving with the authorized caregiver.
- If Designated Personnel does not recognize the caregiver picking-up, he will follow school protocols to confirm that such caregiver is authorized to pick-up the student in question. Such caregiver WILL be required to provide valid I.D. for the release of the student.

Pedestrians must use the SIDEWALK and CROSSWALK at all times. It is dangerous to walk between the cars waiting in the pick-up lane.