



## NSCS LYNN CAMPUS

### Drop-off & Pick-up Procedures

## DROP-OFF (7:45-8am)

### **Utilizing the Loop:**

Please note that there is no outside NSCS adult supervision prior to 7:45AM. Furthermore, doors to the building will not be unlocked until 7:45AM. No child should be dropped off prior to this time. Please do not leave children in the parking lot unsupervised prior to 7:45AM.

Vehicles must enter the school parking lot staying to the right of the planter in the center of the entrance to the lot. Upon entering the lot take an immediate left and travel clockwise around the building. Please drive slowly (no more than 5mph) and cautiously. As you follow the perimeter of the building it will loop around and eventually spilt into 3 travel lanes. If you are first in line in your designated lane, please pull as far forward as possible and place your vehicle in the "park" position. Wait for an NSCS staff member to motion for your child/ren to exit the vehicle. Child/ren must exit vehicle from the passenger side of the vehicle.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received by a NSCS staff member, and/or a staff member has given the go ahead for you to proceed and exit the parking lot.

# PICK-UP (2:30-2:45pm)

## **Utilizing the Loop:**

Vehicles must enter the school parking lot staying to the right of the planter in the center of the entrance to the lot. Upon entering the lot take an immediate left and travel clockwise around the building. Please drive slowly (no more than 5mph) and cautiously. As you follow the perimeter of the building it will loop around and eventually spilt into 3 travel lanes. If you are first in line in your designated lane, please pull as far forward as possible and place your vehicle in the “park” position. An NSCS staff member will either escort your child/ren to your vehicle or will motion to you to be ready to receive your child/ren.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received and the car door is closed. Proceed to exit the parking lot.

## **Reminders**

### **A Word About Pick-up Tags:**

Each family will receive 2 official NSCS issued Pick-up Tags with a number specific to your family. If you have granted permission for others to pick-up your child/ren through FACTS Parent Portal, the office will supply you with additional tags as needed. Any vehicle picking up an NSCS student MUST have a Pick-up Tag clearly visible.

If you lose your Pick-up Tag or need a replacement, please see Mrs. Patty Razumny in the school office.

### **A Word About Walking Your Child/ren Into the Building:**

Utilizing the drop-off and pick-up lanes during the designated times will allow for the most efficient flow of traffic. If you must come into the school for any office business, such as being late dropping off or picking up your child/ren (respectively, and after 8am or 2:45pm), or to drop off lunch, or other school related matters/business, please park in a designated space in the general parking lot. DO NOT park in the lanes designated for Drop-Off and Pick-Up.

### **General Reminders:**

- The school day begins promptly at 8AM. Students in grades K-8<sup>th</sup> who arrive after this time will be marked tardy.
- For student safety on our grounds, NSCS provides a 15-minute timeframe for Drop-Off from 7:45-8AM.
- Pick-up begins promptly at 2:30pm and ends at 2:45pm. Any student who has not been picked up by 2:45pm will be sent to After School Care and a fee will be charged to the parent's/guardian's account.
- Vehicles are prohibited from driving around the perimeter of the building between the hours of 9AM-2PM.
- Do not enter the Pick-Up lanes prior to 2:15pm as this prevents others from getting in and out of the parking lot with ease.
- Only parents/guardians, and those individuals granted permission by the child/ren's parents/guardians, may pick-up a student from school. To grant others permission to pick-up your child/ren you must complete the Authorization Form in your FACTS Parent Portal. No child will be allowed to leave school grounds with any adult other than a parent/guardian or individuals who have been granted permission from parents/guardians through the FACTS Parent Portal.