



## NSCS WENHAM CAMPUS

### Drop-off & Pick-Up Procedures

**Drop-Off – 7:45-8AM**

**Lower Elementary (Early Childhood-2<sup>nd</sup> Grade), 26R Hull Street**

All vehicles are to enter the Brigham Athletic Complex parking lot via Hull Street. Follow the natural flow of traffic, staying to the right of the island. **\*Please note, that this parking lot can be busy at times with patients utilizing the Center for Balance, Mobility, and Wellness (CBMW) or athletic events. For these reasons, please employ the highest level of caution when driving or walking within the parking lot.**

**Drop-off (and Pick-up) times will require a parent/guardian to walk their child into the building:**

When doing so, we ask that vehicles be parked in the area to the right of the parking lot island (on the right as you enter the Brigham Athletic Complex parking lot). Please cross through the parking lot utilizing the crosswalk. Once across, please walk along the **lower** sidewalk next to the parking lot and use the stairs closet to the tennis courts. **\*The 4 NSCS designated parking spaces by the tennis courts are reserved for families with babies so that they have easier excess to the building.**

We recognize that children may be tardy or have reason to be dropped off after 8am. For these brief times (15 minutes or less) please feel free to use one of the four NSCS designated parking spaces in front of the building closet to the tennis courts. Or, if you prefer, you may park in the back in the spaces to the right of the island as stated above.

When picking up Early Childhood students who are just half-day students (Picked up by noon), you may park in one of the 4 NSCS reserved spots.

## Pick-up Procedures – 2:30-2:45PM Lower Elementary (Early Childhood – 2<sup>nd</sup> Grade), 26R Hull Street

All vehicles are to enter the Brigham Athletic Complex parking lot via Hull Street. Follow the natural flow of traffic, staying to the right of the island. **\*Please note, that this parking lot can be busy at times with patients utilizing the Center for Balance, Mobility, and Wellness (CBMW) or athletic events. For these reasons, please employ the highest level of caution when driving or walking within the parking lot.**

**Pick-up (and Drop-Off) times will require a parent/guardian to walk into the building to receive their child:**

When doing so, we ask that vehicles be parked in the area to the right of the parking lot island (on the right as you enter the Brigham Athletic Complex parking lot). Please cross through the parking lot utilizing the **lower** crosswalk. Once across, please walk along the sidewalk next to the parking lot and use the stairs closet to the tennis courts. **\*The 4 NSCS designated parking spaces by the tennis courts are reserved for families with babies so that they have easier access to the building.**

Follow the natural flow of traffic to exit the Complex.

Please wait to move forward until your child/ren are safely inside the vehicle and an NSCS staff member has given the go ahead for you to proceed and exit the parking lot. Follow the natural flow of traffic to exit the Complex

## Drop-Off - 7:45-8AM

### Elementary and Middle School: (3-8<sup>th</sup> Grade), Emery Hall

#### **Utilizing the Drop-off Lane on Princemere Drive:**

It is encouraged for vehicles to enter campus through the entrance directly across the street from the Bennett Center, on Grapevine Road. Stay to the right and go down the hill. Continue to stay to the far right when you approach the parking lot, traveling straight until you come to a small median just beyond MacDonald Hall (last brick building on your left if entering via suggested entrance). Bear right to enter the small parking loop, and circle around the median so that you are now heading back in the direction that you just came from (brick buildings are now on the right). This time, stay to the far right of the parking lot (along the buildings). As you approach Jenks Library (last brick building), you will see a feather sign that reads, "NSCS - Elementary & Middle School" it will be in front of a large flight of stairs that runs between Jenks Library and Emery Hall. An NSCS staff member will be near the sign.

If you are first in line, pull up next to the sign and place your vehicle in the "park" position. Child/ren must exit vehicle from the passenger side. **Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle once they have approached the drop-off cones unless assisting a child/ren. For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not exit your vehicle. Unattended vehicles greatly slow down the drop-off process for others in line. Please do not pass other vehicles in line.

Wait to move forward until your child/ren have made their way onto the walkway. Proceed off the campus via Princemere Drive and onto Grapevine Road.

Students will enter the building utilizing the front doors of Emery Hall (doors facing the Quad, green space).

Should you choose to walk your child into the building during the designated drop-off time, or your child is tardy, please park in an available parking space and walk your child into the building through the front doors.

**Pick-Up - 2:30-2:45PM**  
**Elementary and Middle School: (3-8<sup>th</sup> Grade), Emery Hall**

**Utilizing the Pick-up Line on Princemere Drive:**

It is encouraged for vehicles to enter campus through the entrance directly across the street from the Bennett Center, on Grapevine Road. Stay to the right and go down the hill. Continue to stay to the far right when you approach the parking lot, traveling straight until you come to a small median just beyond MacDonald Hall (last brick building on your left if entering via suggested entrance). Bear right to enter the small parking loop, and circle around the median so that you are now heading back in the direction that you just came from (brick buildings are now on the right). This time, stay to the far right of the parking lot (along the buildings). As you approach Jenks Library (last brick building), you will see a feather sign that reads, "NSCS - Elementary & Middle School" it will be in front of a large flight of stairs that runs between Jenks Library and Emery Hall. An NSCS staff member will be near the sign.

If you are first in line, pull up next to the sign and place your vehicle in the "park" position. An NSCS staff member will ensure that your child makes it safely to your vehicle. Students are to enter the car from the passenger's side. **For the safety of all children and staff, please do not use your cell phone during this time.**

Please do not exit your vehicle. Unattended cars greatly slow down the pick-up process for others in line. If you must exit your vehicle to assist your child/ren, we ask that other cars remain patient and do not pull up or pass the vehicle in front of them.

If you must come into the school for any office business, or if you are late picking up your child/ren (after 2:45pm), or if you prefer to pick-up your child from the building please park in an available parking space behind MacDonald, Emery, or Jenks.

Please proceed off the campus via Princemere Drive and onto Grapevine Road.

## General Reminders

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

Utilizing the designated drop-off and pick-up loop will allow for the most efficient flow of traffic during scheduled drop-off & pick-up times for students in grades 3-8. However, we do recognize that children may be tardy, and/or may require a parent/guardian support to carry supplies or get settled into the classroom during the scheduled drop-off time or a parent/guardian may have need to pick-up a child earlier, or prefer to walk into the building to drop-off or pick-up their child. During these times, for students in grades 3-8<sup>th</sup> please park in spaces behind MacDonald, Emery, and Jenks when accessing Emery Hall and please DO NOT park in any of the spaces in Fowler Circle.

### **A Word About Siblings in Different Grade Bands:**

If you have children in both grade bands and in two different buildings (Early Childhood-2<sup>nd</sup> Grade and 3-8<sup>th</sup> Grade), we ask that you drop off your older child/ren first at 7:45am and then proceed to the Early Elementary building next. Younger siblings will not be marked tardy until 8:05AM. For pick-up times, we ask that younger children be picked up first.

For your convenience, we have attached a Gordon College campus map.