

NORTHERN ELEMENTARY DROP-OFF AND PICK UP PROCEDURES

DROP OFF LOCATION: HIGH SCHOOL PARKING LOT NEAREST TO NORTHERN ELEMENTARY (8:45 AM – 8:55 AM)

Cars enter via the Middle School entrance and follow the route down Polar Bear Alley (past the band field) and turn right to pull up alongside the curb cresting the back of the Northern Elementary building.

IMPORTANT PROCEDURES:

1. Northern Elementary is a smoke-free school zone.
2. Cars should pull all the way up to the orange cone so that other vehicles can pull in behind.
3. Cars within the designated yellow lines may permit students to exit via the passenger side doors. Cars outside the yellow lines should wait to pull up before permitting students to exit.
4. Students should be packed and prepared to exit from the passenger side as soon as the vehicle has come to a stop within the yellow lines.
5. Parents should remain in the vehicle. A staff member will be on the sidewalk to ensure that children safely enter the building.
6. Students immediately report to the gym, where they will be chaperoned by a member of our building staff. There they will sit in designated grade-level areas and engage in a quiet activity, such as reading, until their dismissal to the classrooms at 8:45 AM.
7. Students entering the building between 8:45 AM and 8:55 AM will report directly to their classrooms.
8. All students arriving after 8:55 AM, will need to enter through our main office (front of building) and be escorted by a parent.

PICK UP LOCATION: FRONT OF NORTHERN ELEMENTARY, GYMNASIUM DOORS (3:35 PM)

Cars should park in an established parking space and parents should report to the gymnasium doors.

IMPORTANT PROCEDURES:

1. Animals are not permitted on school property. This is a smoke-free zone.
2. A parent signed note, indicating date and person responsible for pick-up should be sent into the school. Any phone calls requesting pick-up should occur prior to 2:30 PM.
3. Pick-up person, other than parent, should be listed on the approved persons for pick-up completed by parent and returned to the school office.
4. All pick-up persons should have their driver's license available for identification.
5. Staff member will verify pick-up person before releasing student for dismissal.
6. Parent should escort student from gym doors to parked car- this is a busy time requiring increased safety support.

We appreciate your support in keeping our STUDENT DROP-OFF and STUDENT PICK-UP areas safe and we thank you in advance for your support.