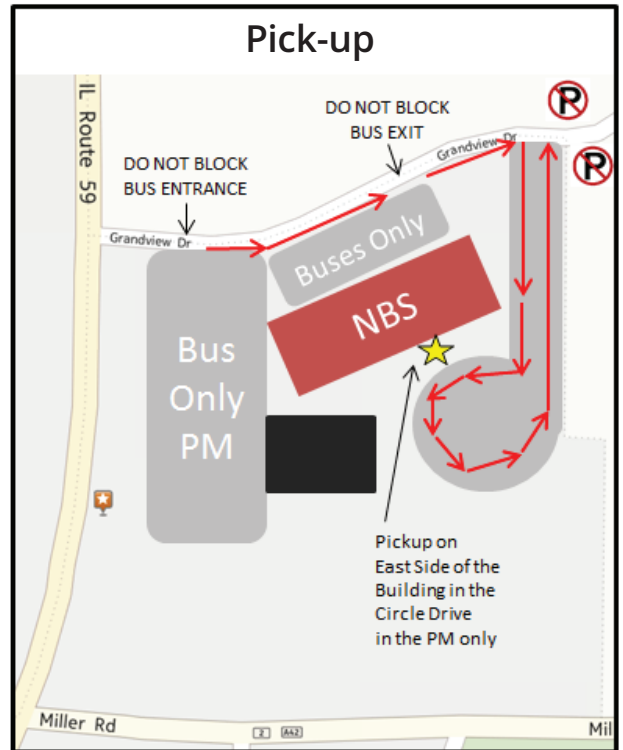
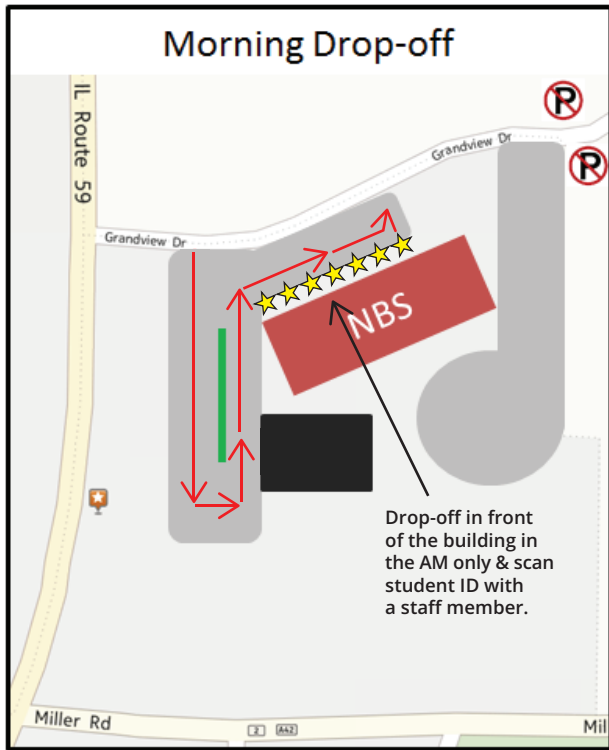


NBS Drop-off & Pick-up Procedures



Morning Drop-off

- Parents dropping students off in the morning should arrive at the school between 7:40am and 7:50am. Please note: no drop-offs before 7:40am.
- Children arriving between 7:40am – 8:00am should be dropped off in front of the building. (SEE DIAGRAM FOR MORNING DROP-OFF)

Students should exit cars on the passenger side and parents should not get out of the car.

A staff member will scan your child's ID to check for completion of the COVID self-certification screener.

Do not leave until your child has cleared the screener process.

After the screen is completed, students will enter the building, sanitize their hands and go directly to their class with all of their belongings.

SAFETY

- Please do not park and leave your car in line, thus preventing other cars from moving forward. If a parent needs to pick-up OR escort their student in to the school, please find a designated parking spot.
- Please do not park along Grandview Drive and have your child run across to your car. Similarly, do not park on Grandview Drive, get out of your car and take them from the pick-up area to your car on Grandview Drive.

Pick-up

- School dismisses at 10:30am.
=> All cars should enter the BACK SCHOOL PARKING LOT from Grandview Drive (just past the school on the East side of the building) and pick up your child in the back of the school in the large circle drive. As cars pull up, staff members supervise and help load students in multiple cars at one time. Have your child's name visible on the passenger side. (SEE DIAGRAM FOR AFTERNOON PICKUP)
- If you intend to pick your child up after school, please write a note to your teacher. If you have a standing plan, such as every Tue. you will pick up, you can write one note for a set period of time. If there is not a set plan, you need to write a note each day your plan is to pick them up so they will be dismissed as "Circle Drive Pick-up".
- Without a note, the child will be sent home on the bus. If the change occurs once school is in session, please call the front office and they will advise the teacher as well. Do not rely on e-mail as the teacher may not have the opportunity to check mail throughout the day.

Use of cell phones is prohibited by law in the school parking lots - we need all drivers' full attention!