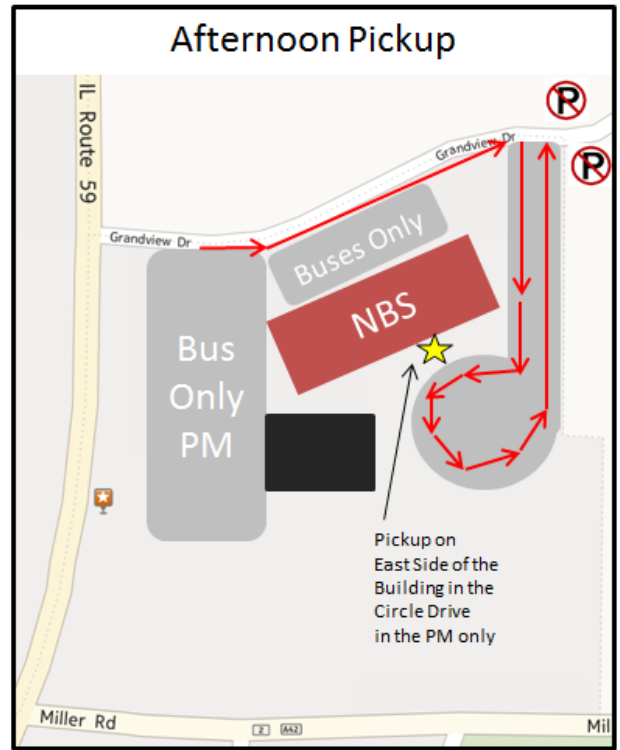
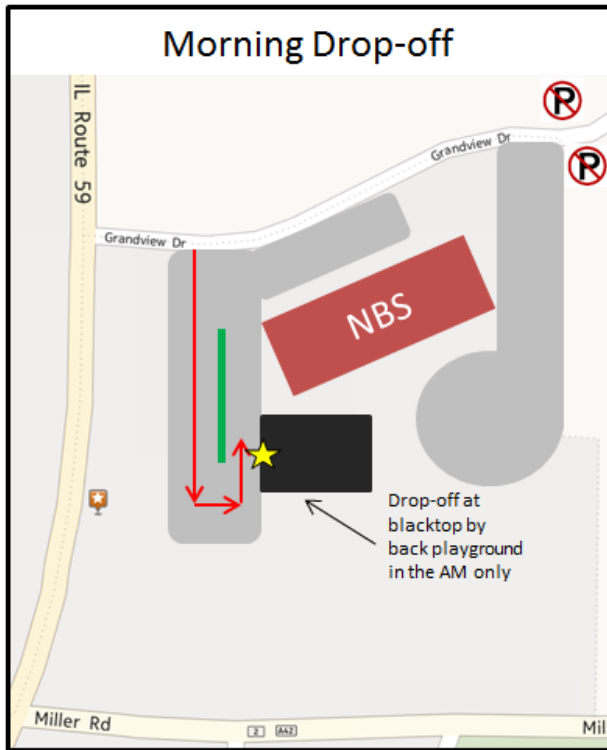


# NBS Drop-Off & Afternoon Pickup Procedures



## 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, as NBS cannot be responsible for your child's safety and welfare prior to 7:40am.
- Children arriving between 7:40-7:50am are to be dropped off at the blacktop by the back playground. => All cars should enter the first school parking lot from Grandview Drive and proceed south through the end of the lot and turning around the corner. This is where you'll see the back playground. (SEE DIAGRAM FOR MORNING DROP-OFF)
- After 7:50am children are to be dropped off at the front door. Children are not allowed in the classrooms prior to 7:55am, unless given permission by the classroom teacher. Children who arrive after 7:55am should go directly to their classrooms.
- If you arrive past 8am, a child is considered tardy. You will need to park and bring your child in to the office and sign them in.

## 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.

## Afternoon Pick-up

- School dismisses at 2:40pm (or 2:10pm on Wed.).  
=> 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. (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 at Grandview so they will be dismissed as "Grandview 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!**