

Car Pick-Up Procedures



Do:

Write a Note for Car Pick-Up

A note must be sent on the day your child is being picked up. If it is not included in their homework folder, notes can also be emailed to the classroom teacher and lesattendance@nhsd.org before 1:00 p.m. A general note for daily car pick-up for the year can be sent in no sooner than the third full week of school.

Arrive No Earlier than 3:10 p.m.

Students use the blacktop area for recess towards the end of the day. Dismissal & car pick-up begins at 3:25 p.m. and ends by 3:40 p.m. (See the map on the reverse side for traffic flow)

If you arrive earlier than 3:25, you will need to wait in your car for your child to come outside. If you arrive after 3:41, your child will be in the office. If your child needs to be picked up prior to 3:25, please call or send in a note to lesattendnace@nhsd.org and your child's teacher so you can pick them up in the office. (Please note: This will be logged in their attendance file.)

Pull All the Way Up & Be Aware of Sidewalk Order

Please be considerate to those in line behind you and pull up as far as you can. This allows us to load six children at a time, and keeps car pick-up running smoothly.

Students will be waiting for you on designated shapes that are spaced out on the sidewalk. You may hear the teacher tell you and your child to go to a color and shape (i.e. the red heart). Your car doors should be aligned with the colored shape designated to your child. Your child will stand on their spot and wait until your car stops completely.

Stay in Your Car

Please stay in your car and do not approach the car pick-up door. We know your child may need some assistance getting in the car and that's fine. (Hint: Have your child practice buckling at home, and they will master it in no time!) If you need more time to get your child settled, please pull through to our handicap parking spots to finish.

Have Children Enter the Left Side of Your Car

This is the safest way for children to enter the vehicle. We do not want them walking between two cars to get into the right side of the vehicle. Consider moving baby seats to the right side of your car if possible. If not, you may walk your child behind your car for a safe entrance.

Have Your Car Pick-Up Sign Handy

This sign has been provided to you by the school. Please keep this in the car you use predominantly for car-pick-up. Show this sign to the teacher on duty by the door when you are by the basketball hoops. Then we can have your child ready when you pull up to a spot.

Be Patient

It can be very hectic loading 40 or more children in their cars safely each day. Even on our slower days, we are done by 3:41 p.m.



Don't

Pull Around Cars

Please be patient and wait for the car ahead of you to move. Safety is the top priority.

Enter the Building Through Car Pick-up Doors

You may not enter the school through the car pick-up door due to safety concerns for our students. If you must enter the building, please park in the front parking lot or across the street at Trinity. Please enter through the front office. Also, if your child has forgotten something important, you will be able to meet them there.

Be on Your Phone

For the safety of our children, please stay off your phone once you have approached the basketball hoops, while loading children into car and exiting the parking lot.



Q & A

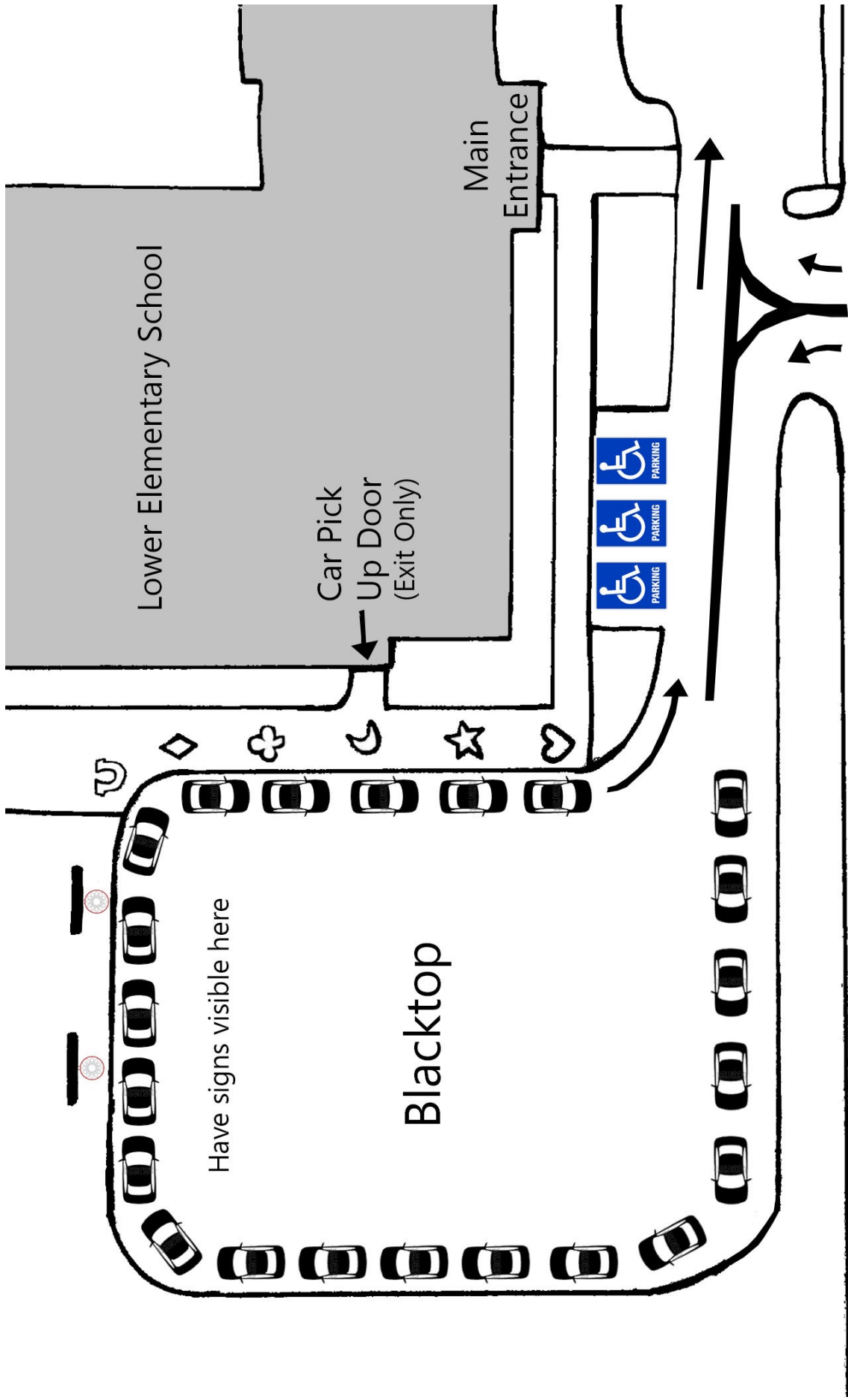
Where Is My Child?

If your child is not at car pick-up, please remain calm. We will track them down using walkie-talkies. Most often the student is already on the bus, in their classroom, or at an after school activity. While we track them down, please pull through to the handicap spots. (See map for location of handicapped spots.) We will update you as soon as possible.

Can I Take Another Child Home?

Yes, you can. [You should notify your child's classroom teacher and \[lesattendance@nhsd.org\]\(mailto:lesattendance@nhsd.org\)](#). However, any child going home with another family must also have a note with them. If the child does not have a note with them, they may not leave with you. In that event, you will need to stop in the office so they can call and get permission from that child's parent.

**Lastly, Thank You for Your Patience
and Cooperation!**



N. Sугan Rd.