



Northwest Christian School Drop off/ Pickup Procedures

Northwest Christian School will continue to use the drop off and pick up procedures on the first day of school. This will require some patience on the part of all families.

There is a designated lane for drop off and pick up only. Families with both elementary and secondary students may use this lane; it is likely to be used primarily by the families of elementary students as there is a designated secondary pick up area on the north side of campus. Families with older siblings picking up younger siblings will want to communicate the need to pick up the younger sibling at the fence or the classroom promptly at the end of the day.

General Guidelines for Parents driving through the Pick Up Lane:

1. No car should be left unattended. No child should be left in a car unattended.
2. Please pull all the way to the end of the carpool lane before stopping.
3. Please help us keep the drop off and pick up line moving.
4. For the safety of students and to ensure that students are picked up in a timely manner, please limit conversations with the aides on duty.
5. In the event that your child does not load while you are going through the pick up line, pull all the way down or into the parking area to park in an available spot or drive through to get back in line.

Here are the procedures for the driver:

- There are name cards available in the office or the classroom. Please place the name card on the visor on the passenger side of the car. The name card can be secured with a rubber band. The card should be placed on the passenger side visor with the visor dropped down so the carpool volunteer can clearly see the name of the child to be picked up.
- Please follow pickup times carefully. Pickup will begin at 3:00 and will run until no later than 3:15.
- Children whose parents have notified the teacher that they will be picked up in the pickup lane will be waiting with an aide behind the fence. If for some reason you are not able to pick up from pick up lane at that time, please call the office to indicate that your child will be picked up in the classroom or your child will be brought to the office.
 - If someone else is picking up your child, please notify the teacher/office. Please have that person put a name card on their visor. This person will be asked to provide an ID to verify their identity.
- If you change your mind about driving through the pick-up lane on any given day you may park and walk in to pick up your child.

Here are the procedures for students:

- Parents will indicate to the teacher what the plan for the end of the day pickup is for each student. Each teacher/the office has a form that will need to be filled out and given to the classroom teacher. Students that do not have a form will be held in the classroom for parent pickup.
- All students that are picked up in the pickup lane are expected to leave their classroom at the end of the day and go straight to their assigned area at the fence behind the pickup lane. Once dismissed, students are not allowed to re-enter the classroom unless accompanied by a parent.

Procedures for parents walking up to the classroom to pick up their child(ren):

- Students will be held in the classroom for parents walking to the room for pickup.
- Parents will wait outside of the classroom until children walking to the drop off or pickup waiting area have been dismissed.
- Children are to be picked up prior to 3:15.
- Children that are still in the classroom/the fence at 3:15 will be walked to the office to call their parents.
- Parents walking in to pick up their children will park in the parking lot and walk to the classrooms. The gates to the elementary program will be unlocked for end of the dismissal at 2:45.
- The first row(s) of the parking lot is designated for handicapped, carpool and faculty parking only.

Dawna Underwood
Elementary Principal
Northwest Christian School

Name Card (please use cardstock)
(may be cut in half)



Carpool Pickup Name Card

- Write last name of child in **large, bold, dark print** on the back of cardstock so the name can be seen from a distance.
- Include grade, teacher, and child's first name in large print.
- Place name card on the visor of the passenger seat facing out. Leave card visible until your child is in the vehicle.
- There are 2 outer "loading Lanes" and 1 middle "pull through Lane."
- Please pull forward when a vehicle leaves; allowing enough space for you to safely pull out.
- Please remain in your vehicle.
- Kindly consider coming after 3:00 if your child is in band.
- The office/teacher must be notified by the custodial parent if someone else is picking up your child. That person will be asked to provide identification.

Updated 6/16

First name
Last Name
Grade – Name of Teacher

(This is a Sample)