**~~ IMPORTANT REMINDERS ~~**

**Hello Parents and Guardians ~**

Here are some important reminders about how our parent drop-off / pick-up by vehicle line works at its best. Please remember to adhere to these universal school and Police safety procedures for student **Drop-Off and Pick-Up at school**.

**Important to Note**

None of these procedures are created to make life difficult for anyone.  Instead, they are created to keep our students safe.  It is also important to remember that this is a ten minute (per dismissal) issue both in the morning and again in the afternoon.  If we plan ahead and are patient with each other the drop-off and pick-up process can be a pleasant one.

At all times, please wear smiles and patience! We are doing the best we can to keep our children safe—and you should assume all other parents have only the best intentions in mind when they, too, are on our campus.Stay 100% attentive, especially on our campus; little bodies can dart fast from one place to another, and they can be hard to see from the driver’s seat. And…remember those smiles!

**Following these guidelines and keeping a patient and positive demeanor means we are all doing our part to keep our students safe and our routines as efficient as possible. Thank you for helping make our school a great place for everyone!**

Remember:

* **If you are using the pick-up and drop-off lanes, you must follow school procedures**
* **Follow all directions from school safety personnel. They can see potential problems you may not.**
* **Parents are to never exit your car.**  Park in a parking spot if you need to exit your car for any reason.
* **Pull all the way up, fill in gaps,** to allow for numerous cars to drop-off / pick-up simultaneously, utilizing the entire length of the drop-off and pick-up lanes
* **Never pull to the front of the line, cutting off other parents**
* **Practice and teach your children** to open the car door, and only exit and enter the car on curbside – **PASSENGER SIDE OF VEHICLE ONLY**. **No trunk unloading allowed in this zone**. The driver should remain in the vehicle at all times and all driver side doors are to remain closed. Please do this as quickly and safely as possible to keep the line moving. Have all school materials, including backpack and lunch, ready before student exits vehicle.
* Always walk and cross with the **crossing guards and crosswalks**
* As soon as the Grades K-4 staff **recognize your car**, they send your student toward the car to wait at a safe line, then students enter cars once they have safely come to a stop
* **Playing on playground area is prohibited from 7:50 am to 3:30 pm**
* **Students are to be dropped off and picked up promptly**, as no outside supervision is provided before and after school, except for dismissing classroom students
* Waiting outside the doors – **Wait behind the white lines** - When too many people are gathered at the doors, it becomes too congested and our students and teachers cannot efficiently exit the building so please allow plenty of exit space in front of the entrance/exit doors
* **Dogs** are never permitted on the campus
* It is **against the law to use cell phones** while driving! You will be reported if we notice the safety of our kids and staff is jeopardized. Please drive on our campus with your full attention - going slowly and watching for pedestrians, which often include very young children !
* **Be your child’s best example.** Please be courteous and follow all safety guidelines at all times. **Please be patient and good stewards** of our campus and neighborhood. If done right by all drivers, we can move all 500 students from our school to their way home in 20 minutes or less.

Please take the time to review this Police-produced video [**NCS Drop Off - Pick Up Lanes**](https://www.youtube.com/watch?v=ktXgKzktjdE)which is on our website and was created to make the procedures for drop-off and pick-up very clear.  It is important that we look at this video from time to time to remind us of the procedures. When individuals do not follow these procedures, it always makes it difficult for others. It also can make it unsafe for our Northfield students.

Remember, Northfield Community School and The Northfield Police Department have established optional lanes to drop off and pick up students at the school. These "Love Them and Leave Them" lanes make it easy and safe to navigate the congested and busy area right before and after school.

You always have the option of parking elsewhere and walking your children to the school door. In addition, **it is always a good option to park further from the school entrance doors and have your student or students walk from your car or to your car.**

If you choose to use the “Love Them and Leave Them” lanes, then you must follow the procedures found on the video.  There is nothing unusual on the video, **it is just good common sense.**

**Drop-Off**

You never pull in front of the line and drop off your student.  Instead, you would join the line and wait until you arrive at the drop off point before letting your child or children out of the car.  Also, never begin to move your car forward until you are certain your child is safely on the sidewalk, as little toes are near the tires before they step up onto the curb.

**Pick-Up**

In addition, you would never sit and wait for your child in the "Love Them and Leave Them" Lane if your child is not right there, as this would hold up the line.  We very simply ask you to continue around and get back in line giving your child or children an opportunity to arrive at the pick-up spot. And you should never set the habit of picking your child up early from school simply to “beat the traffic.” Pick-up after 2:30 pm, before dismissal, is not permitted, except with a note days prior, or in extreme emergency.

***THANK YOU, so very much for your understanding, as we all want a safe environment for our children.***



[Attachment: School Zone Danger Zone Tip Sheet (.PDF)](http://northfield.groupfusion.net/modules/groups/homepagefiles/cms/7114/File/Flyers/School%20Zone%20Danger%20Zone.pdf?64d968&64d968&30c54b&30c54b&sessionid=592b3591eb2f339ae0e82c17ba23201f)