

**Drop Off:** NGPS offers morning drop off for the safety and convenience of both parents and the children. In order for this service to run smoothly, we must require that you follow these guidelines:

- 1) Cars should line up in the **“Drop Off Lane”** which will be identified with signs and orange traffic cones in the NGPS parking lot. The first car in the line should pull up to the sign labeled “Drop Off Here”.
- 2) Students may be dropped off between 7:50 and 8:10AM. After 8:10, an adult must escort students into the building. **Do not drop students off at the front of the building when there is not an NGPS staff member present.**
- 3) Students will be supervised while walking from the car into the school building. Please drive on after your child is safely out of the car. Please do not stay and watch your child walk to the building. This causes the drop off lane to back up. Staff members will be posted outside for the safety of the children.
- 4) **DO NOT PASS** cars that are already in line as this causes a dangerous situation for other cars leaving the parking lot as well as the staff member assisting in the pick-up process.
- 5) All students will be unloaded from their vehicles using the RIGHT (passenger side) SIDE DOOR. Students will not be permitted to exit a vehicle on the driver’s side as it is the side where traffic passes. Please arrange any car seats or other items so that the child can easily enter and exit from the right side.
- 6) **If you are dropping a child off outside of the designated timeframe (7:50-8:10AM), you must legally park your car in the parking lot and walk your child into the office through the front doors to get a late pass.**

**Pick Up:** NGPS offers curbside pick-up for the safety and convenience of both parents and the children. In order for this service to run smoothly, we must require that you follow these guidelines.

- 1) A permission form must be completed in order to obtain a student pick-up number and pass. This form must be completed prior to the first pick up. The “pick-up number” on the pass will be the identification source faculty will use to radio to the school that your child should be dismissed and escorted to the pick-up lane.
- 2) Cars should line up in the “Pick-Up Lane” which will be identified with signs and orange traffic cones in the NGPS parking lot. The first car in the line should pull up to the sign labeled “Pick up Here”. **Students will not be dismissed earlier than 2:55PM.**
- 3) Place your pick up pass on the **RIGHT SIDE** of your dashboard for the staff members to see.
- 4) **DO NOT PASS** cars that are already in line as this causes a dangerous situation for other cars leaving the parking lot as well as the staff member assisting in the pick-up process.
- 5) All students will be loaded into their vehicles using the RIGHT (passenger side) SIDE DOOR. Students will not be permitted to enter a vehicle on the driver’s side as it is the side where traffic passes. Please arrange any car seats or other items so that the child can easily enter and exit from the right side.
- 6) Siblings from another school may join our students for curbside pick-up; however, it will be their responsibility to listen for the pick-up number of the NGPS student.
- 7) If the pick-up number pass is not available, forgotten, or not in the car you are driving, please park in the parking lot and report to the front office for your child to be called.
- 8) If you wish to pick up your child at any other time or on a non-regular basis, please park in the parking lot and report to the office.



**Curbside Pick-Up Permission Form**

Please complete this form and return it to Nathanael Greene Primary School to receive your pick-up pass for the 2015-2016 school year.

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Name of person(s) picking up student on a daily or regular basis:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

Bus number to which child is assigned: \_\_\_\_\_

Parent/Guardian Signature	Date
_____	_____

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*School Use Only*

Date Received \_\_\_\_\_

Number Assigned \_\_\_\_\_

Identification Verified \_\_\_\_\_