**Norcrest Elementary Dismissal/Arrival Procedures**

**In order to improve the safety and efficiency of morning drop-off and afternoon dismissal, parents are encouraged to use the following guidelines.**

**North Side:** NE 41stth Street & 17th Avenue is the Bus Entrance. Car riders and walkers MUST use the West and South Side parking lots for access to our campus. Student drop-off is NOT permitted.

**South Side**: NE 39th Street & 16th Terrace (Car Riders & Walkers) The South Side is used for students in Pre-K, Kindergarten and our cluster program, and their siblings. Parents are encouraged to stay within their cars and stay within the loop when arriving and leaving the campus. The walking gate will be open for parent/student access.

**West Side:** NE 40th Street (Car Riders) All other students (grades 1 through 5) should use the West Side. Parents are encouraged to stay within their cars and stay within the loop when arriving and leaving the campus. The walking gate will be open for parent/student access.

Arrival:

* Pull car up to the furthest drop-off spot possible.
* If the car has come to a complete stop next to the covered area, students should exit the car immediately. This will move our line through much faster.
* Do not wait for a staff member to open the car door.
* Make sure students have their backpacks and are ready to exit the car when pulling up to the curb.
* Do not sign planners in the car line. Planners should be signed each day after school.
* Students should ONLY exit cars from doors on the right/passenger side.
* The Parking lot is **NOT** a drop-off area. Students should only exit cars at the loop drop-off area.
* Handicapped spots are reserved for cars with permits. They may not be used for drop-off without appropriate permit.
* Limited parking is available for parents who have scheduled conferences or meetings in the morning. Parents should not park when dropping student off in the morning.
* Cell phones are prohibited during drop-off and pick-up.
* Breakfast is served from 7:20 a.m. to 7:45 a.m. Students arriving after 7:45 a.m. will not be able to go through the breakfast line.

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Arrival Continued:

* The First bell rings at 7:55 a.m. At this time, teachers open their doors and welcome students into the classroom.
* Students should be in class, seated and ready to begin their day by 8:00 a.m.

Dismissal:

* Pull car up to the furthest pick-up spot possible.
* Display color-coded grade hanger/sign with student name/s on a rearview mirror or dashboard.
* Contact teacher immediately if you need a hanger or sign.
* Cell phone use is prohibited during pick-up.
* Dismissal begins promptly at 2:00 p.m.
* Students not picked up by 2:20 p.m. or once the car line has ended will be brought into the front office.
* Parents will be required to park and sign student out.
* All walkers and Bike riders are expected to depart from the campus by either leaving from the South or West Side Gate.

Thank you for your continued cooperation!

Student safety is our number one priority!