



Dear Parents,

We have been working on a solution for our arrival and dismissal procedures. We have come up with a solution and hope it will keep all of our students safe, and provide a more timely process. **We will begin this process on Monday, September 26th.**

Arrival: Before Care

- All students who attend before care will be dropped off next to the building at the 17th Street gate. They will walk up the sidewalk and enter the cafeteria by the breezeway doors.

Arrival: All Elementary Students

- Students in grades K-4 can be dropped off in front of the building beginning at 8:00am. Access will be granted to the parking lot prior to 8:00am for appointments only.
- Parents will make a single file line next to the curb.
- All students will get out of their vehicle on the right side next to the curb.
- Parents need to stay in the vehicle at all times. No exceptions.
- Once all cars are clear of students that row of vehicles will be signaled off campus and the next group will begin to drop-off. Please assist by having your children trained and ready to get out quickly. We want a fast moving line.

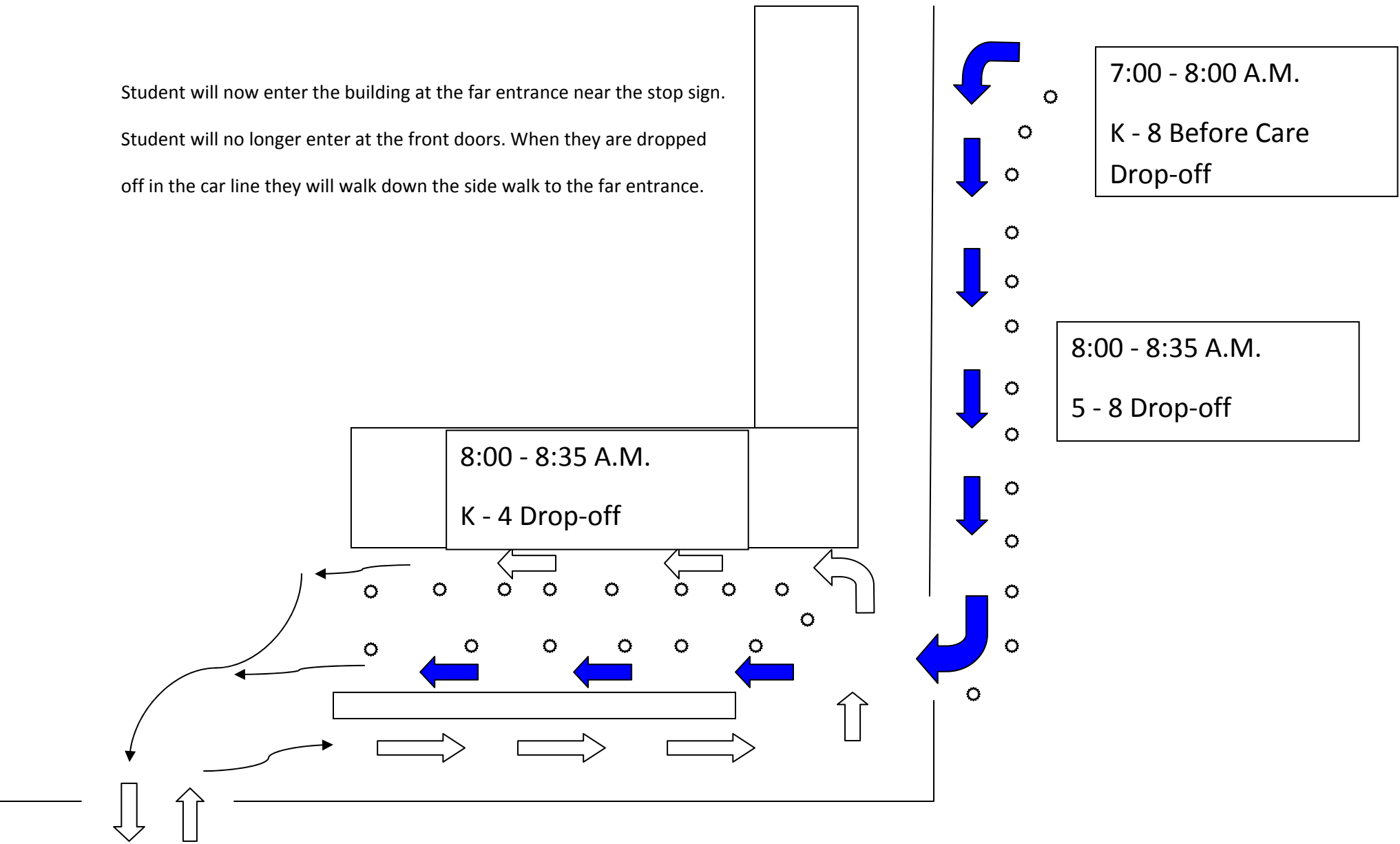
Arrival: All 5-8 students and families with siblings

- Students in grades 5-8 with younger siblings will be dropped off next to the building at the 17th Street gate.
- Older siblings will escort their younger siblings to the cafeteria using the door in the breezeway.
- Students in grades 5-8 who need breakfast will also enter the cafeteria using these doors.

**** PLEASE NOTE ****

- No one will be permitted on campus prior to 8:00am without an appointment.
- Before/Aftercare business must be conducted in the afternoon during pick-up.

Student will now enter the building at the far entrance near the stop sign.
Student will no longer enter at the front doors. When they are dropped off in the car line they will walk down the side walk to the far entrance.



7:00 - 8:00 A.M.
K - 8 Before Care
Drop-off

8:00 - 8:35 A.M.
5 - 8 Drop-off

8:00 - 8:35 A.M.
K - 4 Drop-off



Dear Parents,

We have been working on a solution for our arrival and dismissal procedures. We have come up with a solution and hope it will keep all of our students safe, and provide a more timely process.

Dismissal: Grades K-4

- All students who are picked up by car will be sitting out front with their classroom teachers
- Parents in grades K-1 will pull up in the front of the building using the curbside lane. There will be a teacher on duty calling names of students and assisting to the cars. These parents will then cross into the second lane at the discretion of the teacher working traffic with the stop sign.
- Parents in grades 2-4 will pull up in the second lane and watch for the teacher on duty directing traffic. The traffic monitor will allow cars for grades 2-4 to cross into the curb lane and pick up students at the far end of the building. A teacher will be on duty calling the names of the cars and assisting students.
- Siblings of students in grades K-4 who do not have siblings in grades 5-8 will sit and join their youngest sibling's class in the front of the building.
- Daycare bus students will also come out front and have a section designated for them. The daycare buses will be located in lane 3 and will enter through the large gate located on 17th street.

Dismissal: Parent Pick up/walker line

Parents who walk up to pick up students will be lined up on the sidewalk next to the building.

- Students who are picked up by walking parents will be in the cafeteria.
- Placards for these students will be collected and given to the person working the cafeteria. The worker will hand your placard back to your student and send them out front.

Dismissal: Grades 5-8 with younger siblings

- Students will be picked up along the side of the building on 17th Street.
- Students will be called by a teacher on duty from the cafeteria.
- Students who have older siblings will go to the cafeteria and wait to be called outside.
- Older siblings will come to the back of the cafeteria and wait with their younger siblings.
- Once the family is picked up they will follow the traffic pattern into the parking lot and exit in lane 4.

Dismissal: Grades 5-8 car riders

- Students will be picked up along the side of the building on 17th Street.
- Students will gather in their designated area and under the breezeway.
- A teacher on duty will call the students name.
- The student will walk out through the gate for curbside pick up.
- Once the student is picked up they will follow the traffic pattern into the parking lot and exit in lane 4.

Please keep in mind this is a new process and may take some time to work through. We are doing our best to keep everyone safe and have a timely dismissal. If you have any questions regarding this new process, please call or stop by the front office.

Thank you,

NBAE Administration

NBAE New Pick-up Plan! Our hopes is that this will help organize our dismissal to help keep everyone safe and allow you to get in and out more quickly.

Mr. Self

2:45 - 3:15 P.M.

K - 4 Pick-up

3:00 - 3:30 P.M.

K - 8 Sibling Pick-up

3:00 - 3:30 P.M.

5 - 8 Pick-up

Buses Turn Only

