



Lynn Campus Drop-Off & Pick-Up Procedures

NSCS LYNN CAMPUS Drop-off & Pick-up Procedures **DROP-OFF (7:45-8am)**

Utilizing the Loop:

Please note that there is no outside NSCS adult supervision prior to 7:45AM. Furthermore, doors to the building will not be unlocked until 7:45AM. No child should be dropped off prior to this time. Please do not leave children in the parking lot unsupervised prior to 7:45AM.

Vehicles must enter the school parking lot staying to the right of the planter in the center of the entrance to the lot. Upon entering the lot take an immediate left and travel clockwise around the building. Please drive slowly (no more than 5mph) and cautiously. As you follow the perimeter of the building it will loop around and eventually spilt into 3 travel lanes. If you are first in line in your designated lane, please pull as far forward as possible and place your vehicle in the "park" position. Wait for an NSCS staff member to motion for your child/ren to exit the vehicle. Child/ren must exit vehicle from the passenger side of the vehicle.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received by a NSCS staff member, and/or a staff member has given the go ahead for you to proceed and exit the parking lot.

PICK-UP (2:30-2:45pm)

Utilizing the Loop:

Vehicles must enter the school parking lot staying to the right of the planter in the center of the entrance to the lot. Upon entering the lot take an immediate left and travel clockwise around the building. Please drive slowly (no more than 5mph) and cautiously. As you follow the perimeter of the building it will loop around and eventually spilt into 3 travel lanes. If you are first in line in your designated lane, please pull as far forward as possible and place your vehicle in the “park” position. An NSCS staff member will either escort your child/ren to your vehicle or will motion to you to be ready to receive your child/ren.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received and the car door is closed. Proceed to exit the parking lot.

Reminders

A Word About Pick-up Tags:

Each family will receive 2 official NSCS issued Pick-up Tags with a number specific to your family. If you have granted permission for others to pick-up your child/ren through FACTS Parent Portal, the office will supply you with additional tags as needed. Any vehicle picking up an NSCS student **MUST** have a Pick-up Tag clearly

visible.

If you lose your Pick-up Tag or need a replacement, please see Mrs. Patty Razunny in the school office.

A Word About Walking Your Child/ren Into the Building

Utilizing the drop-off and pick-up lanes during the designated times will allow for the most efficient flow of traffic. If you must come into the school for any office business, such as being late dropping off or picking up your child/ren (respectively, and after 8am or 2:45pm), or to drop off lunch, or other school related matters/business, please park in a designated space in the general parking lot. **DO NOT** park in the lanes designated for Drop-Off and Pick-Up.

General Reminders

- The school day begins promptly at 8AM. Students in grades K-8th who arrive after this time will be marked tardy.
- For student safety on our grounds, NSCS provides a 15-minute time frame for Drop-Off from 7:45-8AM.
- Pick-up begins promptly at 2:30pm and ends at 2:45pm. Any student who has not been picked up by 2:45pm will be sent to After School Care and a fee will be charged to the parent's/guardian's account.
- Vehicles are prohibited from driving around the perimeter of the building between the hours of 9AM-2PM.
- Do not enter the Pick-Up lanes prior to 2:15pm as this prevents others from getting in and out of the parking lot with ease.
- Only parents/guardians, and those individuals granted permission by the child/ren's parents/guardians, may pick-up a student from school. To grant others permission to pick-up your child/ren you must complete the Authorization Form in your FACTS Parent Portal. No child will be allowed to leave school grounds with any adult other than a parent/guardian or individuals who have been granted permission from parents/guardians through the FACTS Parent Portal.

Wenham Campus Drop-Off & Pick-Up Procedures

NSCS WENHAM CAMPUS

Drop-off & Pick-Up Procedures

Drop-Off - 7:45-8AM

Lower Elementary (Early Childhood-Kindergarten), 26R Hull Street

All vehicles are to enter the Brigham Athletic Complex parking lot via Hull Street. Follow the natural flow of traffic, staying to the right of the island. ***Please note, that this parking lot can be busy at times with patients utilizing the *Center for Balance, Mobility, and Wellness (CBMW)* or athletic events. For these reasons, please employ the highest level of caution when driving or walking within the parking lot.**

Implemented September 2025: Carpool Drop-Off

Pull up to the stairs closest to the tennis courts. Wait until your child has been received by an NSCS staff member. Wait until child is on the sidewalk and then proceed carefully to the exit. Available only until 8am. After 8am a child MUST be escorted into the building.

Drop-off (and Pick-up) times may require a parent/guardian to walk their child into the building: When doing so, we ask that vehicles be parked in the area to the right of the parking lot island (on the right as you enter the Brigham Athletic Complex parking lot). Please cross through the parking

lot **utilizing the crosswalk**. Once across, please walk along the **lower** sidewalk next to the parking lot and use the stairs closet to the tennis courts. ***The 4 NSCS designated parking spaces by the tennis courts are reserved for families with babies so that they have easier access to the building. OR, students may be dropped off at the stairs where an NSCS Staff member will be stationed.**

We recognize that children may be tardy or have reason to be dropped off after 8am. For these brief times (15 minutes or less) please feel free to use one of the four NSCS designated parking spaces in front of the building closet to the tennis courts. Or, if you prefer, you may park in the back in the spaces to the right of the island as stated above.

When picking up Early Childhood students who are half-day students (Picked up by noon), you may park in one of the 4 NSCS reserved spots. Parents/Guardians must come into the building to receive their child/ren.

Pick-up Procedures - 2:30-2:45PM Lower Elementary (Early Childhood - Kindergarten), 26R Hull Street

All vehicles are to enter the Brigham Athletic Complex parking lot via Hull Street. Follow the natural flow of traffic, staying to the right of the island. ***Please note, that this parking lot can be busy at times with patients utilizing the *Center for Balance, Mobility, and Wellness (CBMW)* or athletic events. For these reasons, please employ the highest level of caution when driving or walking within the parking lot.**

Pick-up:

Please pull into the auxiliary space to the right at the bend in the turn. Pull up to the sign that reads, "Student Drop-Off Zone". A NSCS staff will escort your child to the vehicle.

If you are first in line please pull as far forward as possible and place your vehicle in the "park" position. An NSCS staff member will either escort your child/ren to your vehicle or will motion to you to be ready to receive your child/ren.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received and the car door is closed. Proceed to exit the parking lot following the natural flow of traffic to exit the Complex.

Please wait to move forward until your child/ren are safely inside the vehicle and an NSCS staff member has given the go ahead for you to proceed and exit the parking lot. Follow the natural flow of traffic to exit the Complex

Drop-Off - 7:45-8AM
Elementary and Middle School: (1-8th Grade), Emery Hall

Utilizing the Drop-off Lane on Princemere Drive:

It is encouraged for vehicles to enter campus through the entrance directly across the street from the Bennett Center, on Grapevine Road. Stay to the right and go down the hill. Continue to stay to the far right when you approach the parking lot, traveling straight until you come to a small median just beyond MacDonald Hall (last brick building on your left if entering via suggested entrance). Bear right to enter the small parking loop, and circle around the median so that you are now heading back in the direction that you just came from (brick buildings are now on the right). This time, stay to the far right of the parking lot (along the buildings). As you approach Jenks Library (last brick building), you will see a feather sign that reads, "NSCS - Elementary & Middle School" it will be in front of a large flight of stairs that runs between Jenks Library and Emery Hall. An NSCS staff member will be near the sign.

If you are first in line, pull up next to the sign and place your vehicle in the "park" position. Child/ren must exit vehicle from the passenger side. **Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle once they have approached the drop-off cones unless assisting a child/ren. For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not exit your vehicle. Unattended vehicles greatly slow down the drop-off process for others in line. Please do not pass other vehicles in line.

Wait to move forward until your child/ren have made their way onto the walkway. Proceed off the campus via Princemere Drive and onto Grapevine Road.

Students will enter the building utilizing the front doors of Emery Hall (doors facing the Quad, green space).

Should you choose to walk your child into the building during the designated drop-off time, or your child is tardy, please park in an available parking space and walk your child into the building through the front doors.

Pick-Up - 2:30-2:45PM
Elementary and Middle School: (3-8th Grade), Emery Hall

Utilizing the Pick-up Line on Princemere Drive:

It is encouraged for vehicles to enter campus through the entrance directly across the street from the Bennett Center, on Grapevine Road. Stay to the right and go down the hill. Continue to stay to the far right when you approach the parking lot, traveling straight until you come to a small median just beyond MacDonald Hall (last brick building on your left if entering via suggested entrance). Bear right to enter the small parking loop, and circle around the median so that you are now heading back in the direction that you just came from (brick buildings are now on the right).

This time, stay to the far right of the parking lot (along the buildings). As you approach Jenks Library (last brick building), you will see a feather sign that reads, “NSCS - Elementary & Middle School” it will be in front of a large flight of stairs that runs between Jenks Library and Emery Hall. An NSCS staff member will be near the sign.

If you are first in line, pull up next to the sign and place your vehicle in the “park” position. An NSCS staff member will ensure that your child makes it safely to your vehicle. Students are to enter the car from the passenger’s side. **For the safety of all children and staff, please do not use your cell phone during this time.**

Please do not exit your vehicle. Unattended cars greatly slow down the pick-up process for others in line. If you must exit your vehicle to assist your child/ren, we ask that other cars remain patient and do not pull up or pass the vehicle in front of them.

If you must come into the school for any office business, or if you are late picking up your child/ren (after 2:45pm), or if you prefer to pick-up your child from the building please park in an available parking space behind MacDonald, Emery, or Jenks.

Please proceed off the campus via Princemere Drive and onto Grapevine Road.

General Reminders

A Word About Walking Your Child/ren Into the Emery Building:

Utilizing the designated drop-off and pick-up loop will allow for the most efficient flow of traffic during scheduled drop-off & pick-up times for students in grades 3- 8. However, we do recognize that children may be tardy, and/or may require a parent/guardian support to carry supplies or get settled into the classroom during the scheduled drop-off time or a parent/guardian may have need to pick-up a child earlier, or prefer to walk into the building to drop-off or pick-up their child. During these times, for students in grades 3-8th please park in spaces behind MacDonald, Emery, and Jenks when accessing Emery Hall and please **DO NOT** park in any of the spaces in Fowler Circle.

A Word About Siblings in Different Grade Bands:

If you have children in both grade bands, falling between both of our two different buildings (Early Childhood - K and Grade and 1st - 8th Grade), we ask that you drop off your older child/ren first at 7:45am and then proceed to the Early Elementary building next. Kindergarten students with older siblings will not be marked tardy until 8:05AM. For pick-up times, we ask that younger children be picked up first.

General Reminders for Both Campuses

- The school day begins promptly at 8AM. Students in grades K-8th who arrive after this time will be marked tardy, with the exception of Wenham Kindergarten students with older siblings.
- For student safety on our grounds, NSCS provides a 15-minute timeframe for Drop-Off from 7:45-8AM.
- Pick-up begins promptly at 2:30pm and ends at 2:45pm. Any student who has not been picked up by 2:45pm will be sent to After School Care and a fee will be charged to the parent's/guardian's account.
- Do not enter the Pick-Up lanes prior to 2:15pm
- Only parents/guardians, and those individuals granted permission by the child/ren's parents/guardians, may pick-up a student from school. To grant others permission to pick-up your child/ren you must complete the Authorization Form in your FACTS Parent Portal. No child will be allowed to leave school grounds with any adult other than a parent/guardian or individuals who have been granted permission from parents/guardians through the FACTS Parent Portal.

Before School Care (7:30am)

The arrival time for all students is 7:45am. However, should you need before school care, please speak to the office manager on your respective campus. There is a \$5.00 fee per morning for this service that should be paid upon drop-off.

Snow Days

Notification of school closings due to inclement weather or other weather-related emergencies will be posted on our Facebook page, our school website www.nschristian.org. A parent alert notice will be sent from the school office via text, email, or voice call.

A specific announcement will be made when NSCS will not be in session. In the case of midday weather emergencies, when children are already at school parents will be notified using our ***Parent Alert System*** and will receive a text, email, and voice call.

Cancelling school can be a very tricky business. Not every town represented in our school community receives the same amount of snow. If we decide to hold classes and you feel that the conditions in your area or your commute are too treacherous, please call the school and let us know your plans. If it is the case that your area received more snow and/or your school district was in fact cancelled, you have the option to stay home, and we will count it as an "excused absence".

Winter Driving

Winter driving can be very challenging and we ask that everyone be patient and cautious when trying to navigate the hill (Lynn campus) and our parking lots. If the hill is snow covered, please use caution when driving up slowly and do not stop, even if you start to spin. Stopping anywhere can create serious problems for all of the drivers behind you who are trying to maintain their upward momentum to reach the top.