

2026-2027 NCA Arrival/Dismissal Guidelines

Kindergarten through 8th Grade

Welcome to Northshore Christian Academy! Please be patient during the first few weeks as new families learn our arrival and dismissal procedures and staff become familiar with parents at pickup. We're working hard to keep the process smooth and, most importantly, safe for all students.

Arrival Process

Arrival Schedule:

Monday-Friday 8:00-8:30 AM

Arrival Process – Two Options:

1. **Drive-Thru Drop-Off** – Drive to the back of Building C (north side of the campus). Remain in your vehicle and staff will assist students out of the car and guide them to the gym, Cascade Pavilion or their classroom
2. **Walk-In Drop-Off** – Park and escort your child through A2 to the gym, Cascade Pavilion or their classroom

Morning Drop-Off Instructions:

- No drop-offs before 8:00 AM. Early arrivals must be pre-registered for AM Care (Cascade Pavilion)
- K-8 families: Use either lane. Staff are positioned at the crosswalks to help students safely to the other side
- Have coats and backpacks ready so your child can exit quickly. Staff will assist as needed
- **Stay in your vehicle at all times**
- **Do not switch lanes.** Remain in the same lane until you exit up the west driveway
- The east lobby driveway is only for Early Learning families from 8:00-8:45 AM
- 8:00-8:15 AM – K-5 students wait in the gym; MS students wait in the Cascade pavilion
- Students may not access lockers or classrooms before 8:15 AM
- 8:15-8:30 – Students go straight to class
- School starts at **8:30 AM sharp**—students must be in their seats or will be marked tardy
- The arrival driveway closes at 8:30 AM. Late arrivals must park and walk their students to the front desk

Dismissal Process

Dismissal Schedule:

Monday-Thursday

Elementary: 3:05-3:25 PM

Middle School: 3:25-3:40 PM

Friday

Elementary: 1:05-1:25 PM

Middle School: 1:25-1:40 PM

Two Pick-Up Options:

1. **Drive-Thru:** Stay in your car and have your current **colored name placard visible**—staff will bring your child
2. **Walk-Up:** Park and go to your child's designated dismissal area with your current **colored name placard**

Middle School Times:

- Middle School: Line up **no earlier than 3:15 PM (M-Th) / 1:15 PM (Fri)**
- Early arrivals must park in the lot—no early lining up in lanes

Traffic Flow:

- Enter campus via **60th Street**
- All dismissal traffic must use designated Dismissal Lanes on the south side
- Staff will guide lane entry and release cars
- Walk-ins must also enter from 60th and park—do not use Dismissal Lanes

PM Care:

- Begins at **3:30 PM (M–Th)** and **1:30 PM (Fri)**
- Students not picked up by the end of their dismissal window will be taken to Cascade Pavilion and charged a late fee if not pre-registered

Siblings/Carpools

EL Siblings:

- If you wish to pick up EL siblings at the same time as academy siblings, you must park in the parking lot and walk in. Parents cannot park in the orange dismissal zone (East driveway) until elementary dismissal is over at 3:25pm

K–5 Siblings:

- All K–5 siblings will be dismissed from the youngest child's location.
- Carpool groups: Check with the dismissal supervisor (Noelle Brown) for your group's pick-up location

Middle School + Elementary Siblings:

- K–2 + MS: Pick up at two locations – the younger child's dismissal area first, then the MS student at 3:25 PM.
- 3rd–5th + MS: Pick up both students at Yellow Line (Worship Center patio). The younger sibling will wait there for the MS student
- 6th + 7th/8th Sibling: Both MS siblings will be at Yellow Line (Worship Center patio)

Pick-Up Options:

1. Park & Walk: Park, pick up your youngest child, then walk to the MS location at 3:25
2. Drive-Thru Twice: Go through the dismissal line once for elementary, then again for MS
3. Yellow Line: If you have a 3rd–5th + MS student, pick up both at the Worship Center patio

Dismissal Locations and Car Signs

- Each dismissal location has a designated color. You'll receive your placard at orientation
- Place your placard sign on your **dashboard** prior to arriving on campus. Use it all year
- Anyone picking up your child (e.g., grandparents) must also have a placard
- **Placard signs are also required for walk-ups**
- Additional placards are available at the front desk

Elementary Dismissal:

Location 1 – **Orange Sign** (3:05 PM):

3rd, 4th, & 5th grade – East lobby driveway (Building B)

Students will sit in A2 (room between Worship Center and Early Learning)

Walk-ups will be dismissed from A2 doors in the lobby

Students with younger K–2nd siblings will be sent to their sibling's pick-up location

Location 2 – **Pink Sign** (3:05 PM):

Kindergarten & half of 1st grade – Back of D building

Students will sit in classroom (Kindergarten) or PLTW classroom (first grade classes)
Walk-ups will be dismissed front the classroom doors
Older siblings (2nd–5th) will join them here for pick-up

Location 3 – Blue Sign (3:05 PM):

2nd grade & half of 1st grade – Cascade Pavilion patio (Building F)
Students will sit in the Cascade Pavilion
Walk-ups will be dismissed from the Cascade Pavilion entry
Older siblings (2nd–5th) will join them here for pick-up

Middle School Dismissal:

Location 4 – Green Sign (3:25 PM):

6th/7th grade (with no 3rd-8th siblings) – Olympic Pavilion Patio (Building E)
Students will wait at the Olympic Pavilion Patio
Walk-ups will be dismissed from the Olympic Pavilion Patio

Location 5 – Yellow Sign (3:25 PM):

7th & 8th grade + 3rd-6th siblings – west Worship Center patio (Building A).
Students will wait at the Worship Center Patio
Walk-ups will be dismissed from the Worship Center Patio

Important Information

Dismissal Authorization:

- If someone not on your child's authorized pickup list in Alma is picking them up, notify NCA by note, email, or call the front desk. ID will be required at the front desk for pickup. No need to update Alma for one-time/occasional pickups.
- ANYONE without their dismissal placard must show ID at the front desk for pickup.

Staff Communication:

- Please do not engage staff during arrival/dismissal—they are focused on student safety.

Campus Pet Policy:

- **No pets** allowed on campus during arrival or dismissal due to Health Department regulations.

Driving & Safety Expectations

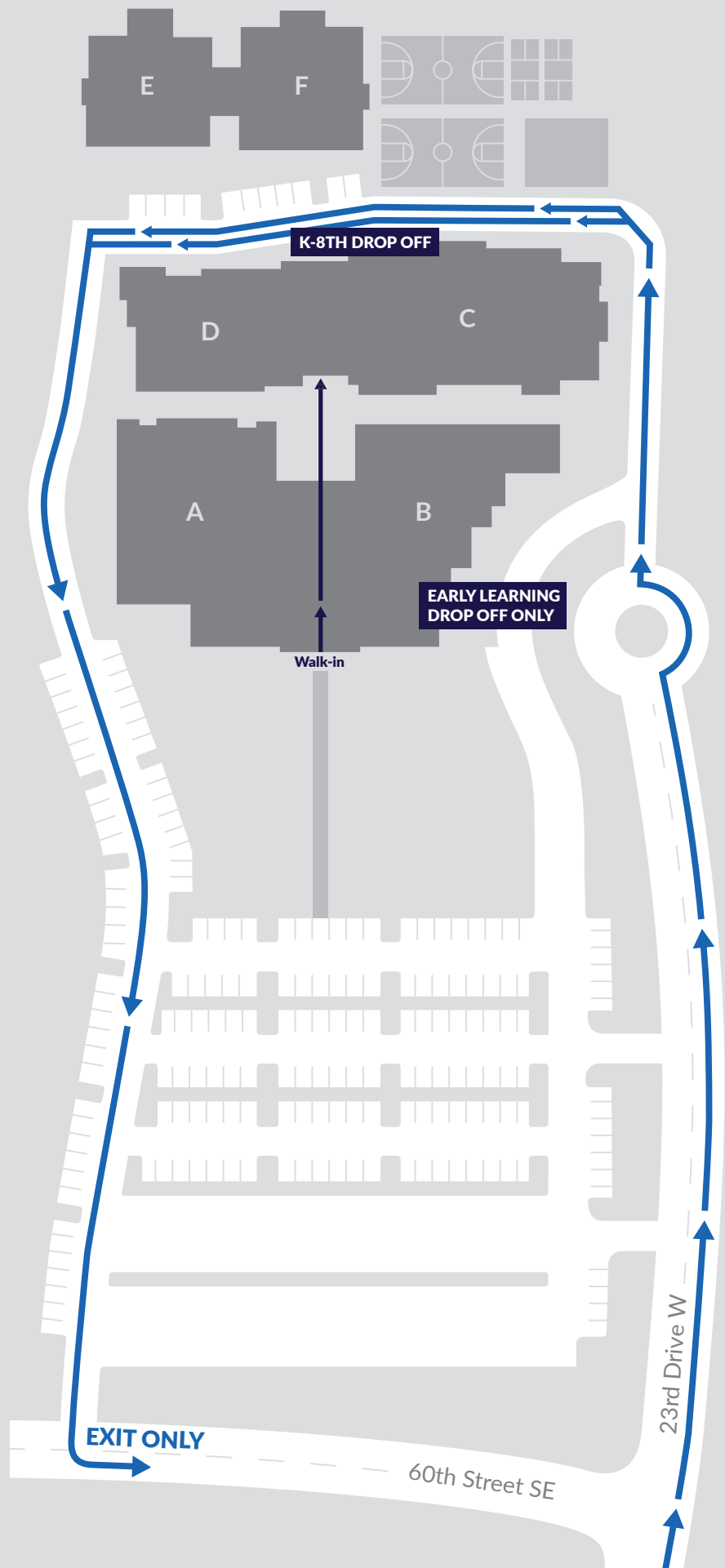
- Speed Limit: 5 MPH – Always drive slowly and cautiously
- Follow all signs and staff directions
- Use your turn signals
- No cutting the line, using short-cuts, or switching lanes
- No cell phone use during drop-off/pick-up
- Wait until your child is safely on the sidewalk before driving off during arrival
- If your child needs help buckling seatbelt, pull forward into parking lot to assist them
- No racing alongside walking/running students
- Do not enter through the exit or park in restricted areas
- Display your colored sign clearly; remove once loaded
- Students will not be released to friends without parent approval
- Elementary students may not be picked up by an older NCA sibling
- MS students must have signed consent (available from the MS office) to walk home or into the parking lot on their own without parent pickup.

Arrival Map

K-8th grades
8 a.m.–8:30 a.m.

For safe and efficient arrival:

- Enter from 23rd Dr. W.
- **DO NOT** enter from 60th St SE.
- Drop off in “Drop Off” area only.
- If you want to walk your K-5 student in, park in the main parking lot and walk in with them.
- Middle school students may walk in on their own.
- The drop off gate closes promptly at 8:30 a.m. After 8:30, parents must walk their student(s) in to the front desk.



Dismissal Map

K-8th grades

Monday–Thursday

Elementary: 3:05–3:25 p.m.

Middle School: 3:25–3:40 p.m.

Friday

Elementary: 1:05–1:25 p.m.

Middle School: 1:25–1:40 p.m.

For safe and efficient dismissal:

- All traffic enters from 60th St SE.
- Keep your dismissal placard visible on your dashboard for dismissal lanes or have it in hand for walk-up.
- Middle School dismissal lane loading begins at 3:15 p.m., no earlier.
- Early Learning families must park and walk in during dismissal.

