

NORTHSHORE CHRISTIAN ACADEMY

2021-2022

ARRIVAL PLAN

Kindergarten through 8th Grade

Welcome to Northshore Christian Academy! We are so glad you are a part of our school family this year. Our goal is to have a safe and efficient arrival and dismissal plan so we can manage traffic in an effective manner. In order to do this, ***we need your help.***

We ask that you remain very patient during the first few weeks of school. We have a very efficient system in place, but need a few weeks for our staff to learn to identify parents who are picking up students, and train parents who are new to NCA about this process. *The first few weeks of school, the process will be slow.* We will be doing all we can to make sure your child(ren) arrive to school safely.

ARRIVAL PROCESS (K-8th Grades) 8:00am - 8:30am

PROCESS: Two Options – 1) Drive thru and drop off, students are directed to their classroom
2) Walk to lobby and students can walk through A2 to their classroom

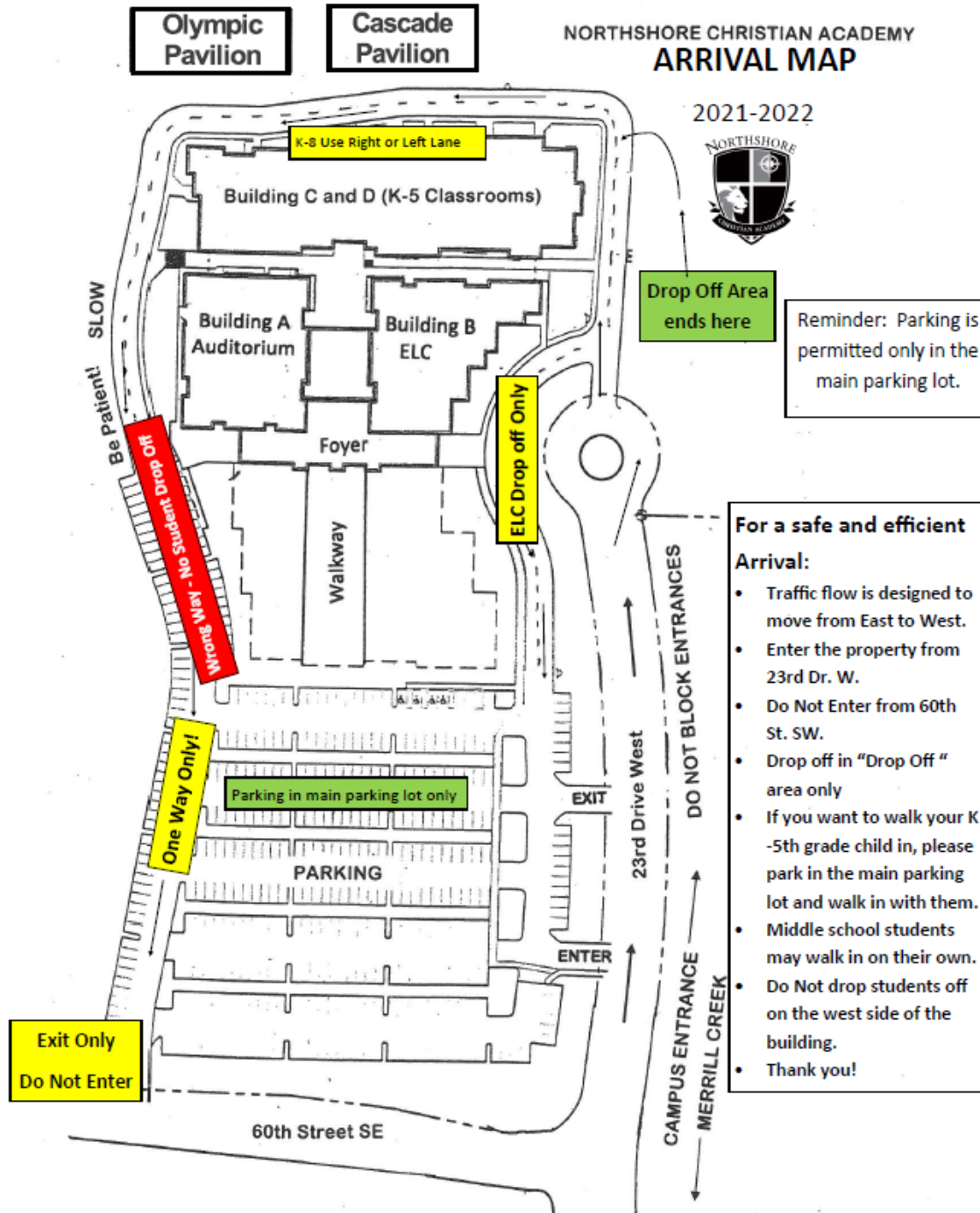
- Drive to the back of Building C (north side of the campus near the gym and lower grades).
- **K-8, Choose either lane and proceed to the front of the line** dropping off students in front of the Olympic Pavilion if in the right lane, or the left lane can go all the way to the corner.
- Have your child ready (Coats, backpacks ready, etc.) to get out of the car as soon as you stop in the unload zone. A staff member will assist your child at this time.
- Remain in your vehicle. Getting out of your vehicle may cause delays. If your child needs help an NCA staff member will assist children and help them out of the car.
- **School begins at 8:30am for Middle School and for Elementary** – students need to be in their seats **by** this time or they are considered tardy.
- The arrival driveway will be closed at **8:30am**. All students arriving after this time enter the front lobby and will be directed to class.

REMINDERS:

- Two Options: Park and walk your child to the Lobby or Drive through and drop off with staff
- If you arrive before 8:00am, your child(ren) will need to be pre-registered into Extended Care (no exceptions) – Extended care is located in the Cascade Pavilion
- Students **may not** be dropped off before 8:00am.
- Elementary students **may not** go to their lockers or classrooms prior to 8:00am.
- Make sure your child is ready to exit your vehicle quickly with his/her backpacks packed.

SAFETY REMINDERS:

- **Do not drive off** until you see your student(s) safely on the sidewalk
- Do not race your child on the sidewalk to the main entrance. (Racing = you driving / child running).
- Be patient. **Speed limit...5 MPH**
- **Do NOT use cell phones during this process as it is a proven distraction.**



NORTHSHORE CHRISTIAN ACADEMY

2021-2022

Dismissal Plan

Kindergarten through 8th Grade

Our student dismissal plan is a major operational procedure. We want to share important information with you so you can efficiently and safely pick up your children. Our goal is student safety and to maneuver traffic with minimum congestion. In order to do this, ***we need your help.***

We ask that you remain very patient during the first few weeks of school. We have a very efficient system in place, but need a few weeks for our staff to learn to identify parents who are picking up students, and train parents new to NCA about this process. *During the first few weeks of school, the process will be slow.* We will be doing all we can to make sure your child(ren) are safely dismissed from school.

DISMISSAL PROCESS (K-8)

DISMISSAL SCHEDULE: Monday-Thursday

- K-5th – 3:05pm-3:25pm
- Middle School – 3:25-3:40pm

DISMISSAL SCHEDULE: Friday

- K-5th – 11:50am-12:10pm
- Middle School – 12:10-12:25pm

PARENT/CARPOOL ARRIVAL TIMES:

- Parents of K-5th may line up at **3:00pm** M-Th and **11:45am** Friday, but **not** before this time. (*Park in the lot if early.*)
- Parents of Middle Schoolers may arrive at **3:20pm** M-Th **12:10pm** Friday, but **not** before this time! (*Park in the lot if early.*)

TIME OF EXTENDED CARE:

- K-8 students – Who have not been picked up at the end of their dismissal time will be taken to the lobby and **charged a late fee** if not pre-registered for Extended Care.
- Extended Care begins at 3:30pm Mon-Thurs, and 11:50am Friday

Two ways to pick up your student-

You have two choices of how to pick up your child(ren) from school:

1. Drive through the dismissal lanes and let our staff bring your child to your vehicle.
2. Park in the parking lot and come to the designated dismissal area where your child is with his/her teacher. Have your colored sign with names.

SIBLINGS/CARPOOLS

SIBLINGS:

Do you have elementary children at various dismissal spots?

1. Kindergarten-5th grade siblings will gather at the **youngest child's** dismissal location. (See map)
2. If you carpool with other families, check with the dismissal supervisor for the exact pick up location for your group.

Do you have middle school and elementary children?

- 1. If your 6-8th grader has siblings in K-2**, you need to go to two locations for pick-up: your youngest child's pick up area and your 6-8 grade child's location at the later time of 3:25pm.
- 2. If your 6th-8th grader has siblings in 3-5th grade**, you can pick your children at Location 3, which is the 3rd-5th dismissal area and 7th grade dismissal area. The 3rd-5th graders with MS siblings will not move dismissal areas, they will wait for their older sibling to join them at Location 3.

There are a few options for you to pick up siblings:

1. Park in the parking lot and walk to the **youngest sibling's** outside dismissal location. Pick your child up and then pick up your middle school student at 3:25pm.

-OR-

2. Drive to both elementary and middle school dismissal areas. This will require you to go through the dismissal line **twice** – once for the elementary student and again for the middle school student.
(If siblings are not picked up by the dismissal end times – noted above, they will be taken to the lobby and you will be charged)
3. If you have a 3rd-5th grade student and a middle school student you can pick up your siblings at the 3rd-5th and 7th grade dismissal location.

LOCATION OF DISMISSAL:

Students will be dismissed from FIVE LOCATIONS:

LOCATION 1 (Orange Vehicle Sign) 3:05pm – **1st c, d, e, f and 2nd grade classes** will be dismissed (outside) at the **east side** of the property near the circular drive and east lobby area, near the front desk, (Building B). Siblings in 2nd-5th grade will be brought to this area for dismissal.

LOCATION 2 (Pink Vehicle Sign) 3:05pm – **Kindergarten and 1st a, b** will be dismissed from the cafeteria in the Cascade Pavilion behind buildings, near playgrounds. Siblings in 2nd-5th grade will be brought to this area for dismissal.

LOCATION 3 (Blue Vehicle Sign) 3:05pm – **3rd grade-5th grade classes** will be dismissed from the west side patio, (Building A). If the student has a younger sibling in K-2, the 3-5th grade child will be taken to the K-2 pickup location.

MS DISMISSAL LOCATIONS

LOCATION 4 (Green Vehicle Sign) 3:25pm – **6th grade classes** will be dismissed from the Olympic Pavilion Patio, (Building E).

LOCATION 3 (Yellow Vehicle Sign) 3:25pm – **7th grade classes** will be dismissed from the west side patio, (Building A).

LOCATION 5 (Purple Vehicle Sign) 3:25pm – **8th grade classes** will be dismissed from the south parking lot top two tiers.

If you are in the dismissal lane(s), do not leave your vehicle unattended for any reason. This is not only due to fire code regulations, but it helps keep the traffic moving.

COLOR CODED SIGNS IN YOUR VEHICLE

- Each dismissal location is assigned a colored coded sign. You will get your signs at orientation.
- For efficiency and safety, place the color coded sign in your car's **front window** with your family's last name and the name of your child, grade level and teacher's name printed clearly. **Keep this all year.** Colored card stock paper will be given to you at Orientation on Tuesday, September 7th.

SMITH (Family Name)

**Sally – 1st – Ms. Jones
Matthew – 4th – Mrs. Fritz**

- Note: If a grandparent or someone else will be picking your child(ren) up from school, they will need a sign for their vehicle as well.

INFORMATION

Dismissal Authorization Form: If someone not listed on your dismissal authorization form is picking up your child, you must notify NCA. You may send a note or an email to your child's teacher or call the front desk. The person picking up your student will be required to show proper ID to our staff.

Note: It is unnecessary to add names to your Dismissal Authorization forms if this is a one-time or occasional event.

- It is critical for our teachers and staff to focus on their role, supervising students during this busy time. Therefore, we ask that parents refrain from talking to staff during dismissal.

Extended Care:

- Students who are pre-registered for Extended Care will be taken to the Cascade Pavilion at the end of their dismissal time.
- If you have not pre-registered for Extended Care your student will go to the lobby with a staff person. A **\$1.50 a minute drop-in fee** will be assessed starting at 3:25pm for K-5th students and 3:45pm for Middle School students. Fees and check in times are non-negotiable. Students will be moved to Cascade Pavilion at 4:00pm to wait for pick up.
- The Extended Care pickup area is in the Cascade Pavilion. When picking up your child, you may park in the right lane for a **maximum of 5 minutes**. Students will be in the Cascade Pavilion or outside on the playground.

Dogs and pets may not be brought on our campus even if just for arrival and dismissal due to the Health Department regulations for schools.

VERY IMPORTANT INFORMATION

DRIVING INSTRUCTIONS, SAFETY AND EXPECTATIONS:

- Speed limit – 5 miles per hour
- Obey traffic signs and rules at all times
- Be Patient! Be Safe!
- Don't take any short-cuts – do not cut in line
- Let us know if you are not picking up your child and who will be picking up your child.
- If your student is going home with another student (parent at NCA), you must inform us. (Sometimes students make arrangements to go home with friends without parental permission). We will not allow students to go home with friends unless you notify us.
- DO NOT USE CELL PHONES during arrival and dismissal on campus as it is a verified distraction.
- ALWAYS put your colored sign in your vehicle's window. It expedites the process.
- Please remove your sign after your car is loaded to show you're ready to leave.
- Drive with the flow of traffic. Do NOT enter at the exit on 60th or park in the marked spaces on the west side of the auditorium.
- Exit out of "EXIT ONLY" and enter in "ENTER ONLY" areas

NCA staff are trained to assist you at dismissal. They will direct traffic, check car signs, check ID and keep your student(s) safe. Please follow their instructions at all times. Student safety and an efficient dismissal process are our mutual goals.

Olympic
PAVILION

Cascade
Pavilion

NORTHSHORE CHRISTIAN ACADEMY DISMISSAL MAP

K-5th Grades
2021-2022

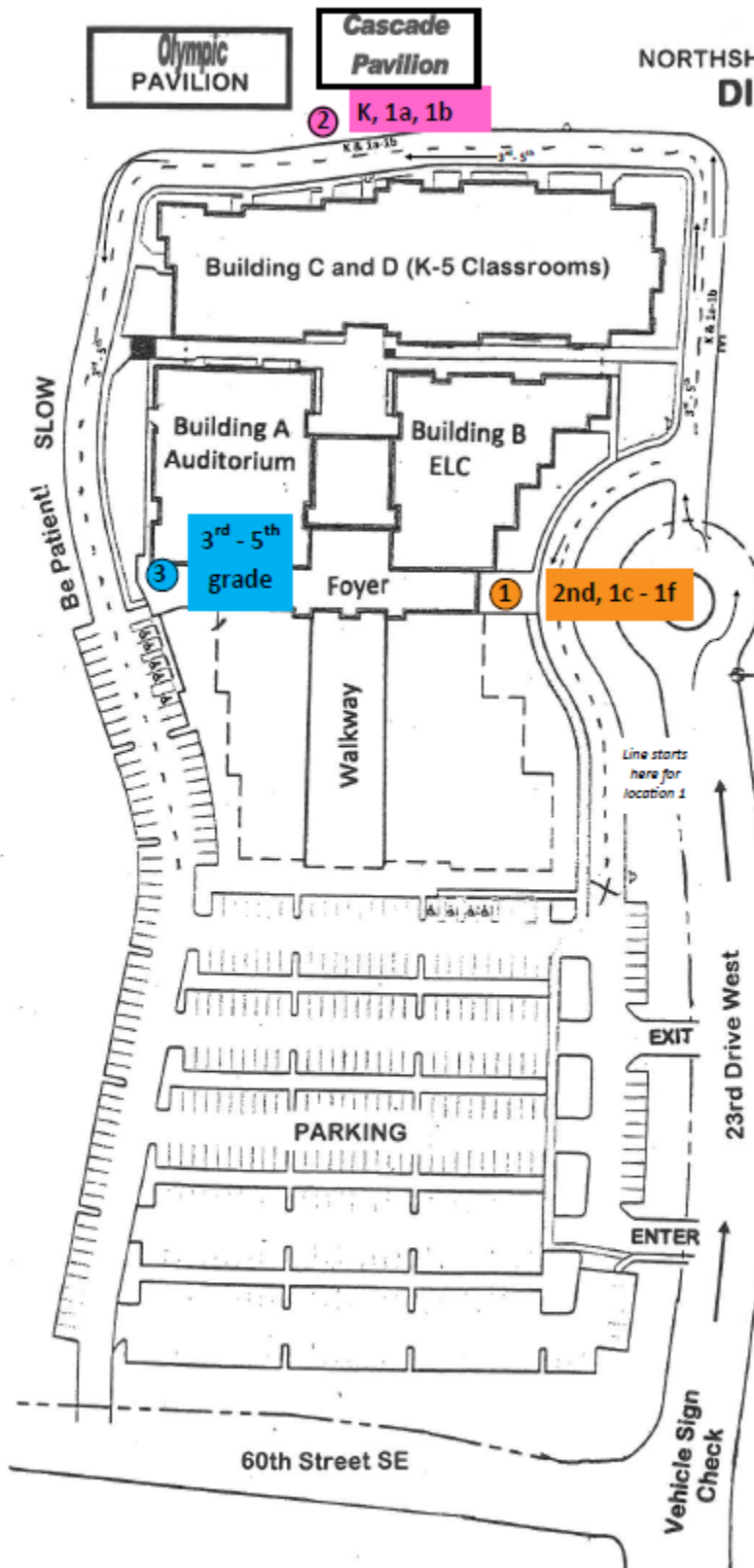


Dismissal Times

1 2nd, 1c - 1f - 3:05 M-Th, 11:50 Fri

2 K - 1a, 1b - 3:05 M-Th, 11:50 Fri

3 3rd - 5th - 3:05 M-Th, 11:50 Fri



You may arrive for K - 5th
pick-up beginning at
3:00pm on Mon-Thurs. &
11:45am on Friday

*Arriving early ties up
traffic and delays our
dismissal process*

Please **DO NOT**
arrive for pick-up
BEFORE
this time!

Olympic PAVILION

Cascade Pavilion

NORTHSHORE CHRISTIAN ACADEMY DISMISSAL MAP

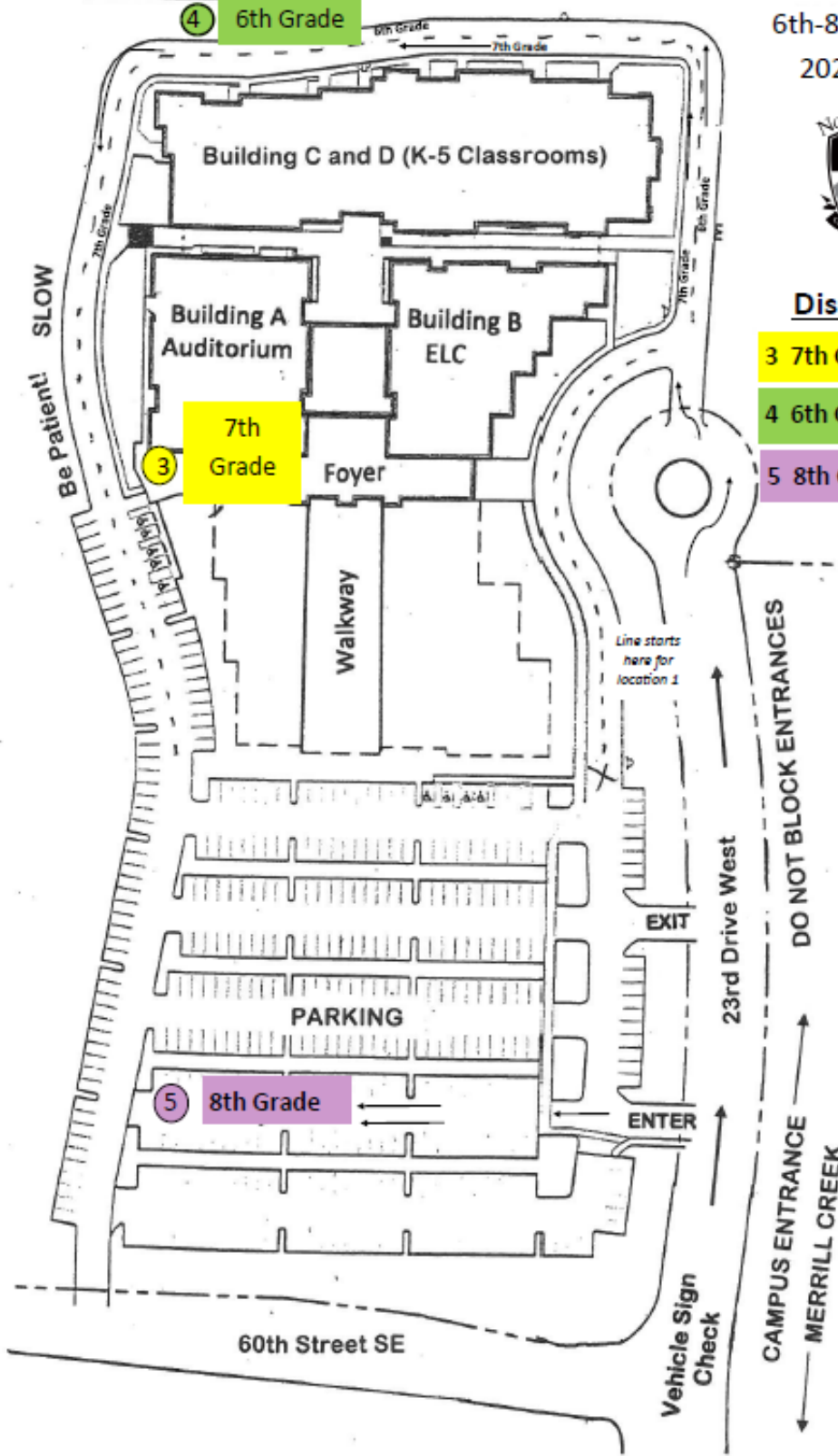
6th-8th Grades

2021-2022



Dismissal Times

- 3 7th Grade - 3:25 M-Th, 12:10 Fri.
- 4 6th Grade - 3:25 M-Th, 12:10 Fri.
- 5 8th Grade - 3:25 M-Th, 12:10 Fri.



You may arrive for 6th - 8th pick-up beginning at 3:20pm on Mon-Thurs. & 12:10pm on Friday

Arriving early ties up traffic and delays our dismissal process

Please **DO NOT** arrive for pick-up **BEFORE** this time!