

Dear Northwood Families,

### **Morning Procedures**

Student drop-off in the morning will occur in the designated car lane near the main entrance of the building. We are asking parents to remain in their cars throughout the entire process. There will be staff available to direct students into the building and to their classrooms. Please remember to stay in the car lane, and do not go around the car in front of you.

Buses will continue to arrive and unload in the bus loop.

### **Afternoon Dismissal Procedures**

- Each family will receive **two car tags** with a designated number for their family. We understand the need for multiple drivers to be picking up, so we will be issuing **two car tags per family**. Please share your car tags as a family. **Car tags will be distributed at our Open House/Supply Drop-Off on September 1, 2021.**
- **Your car tag must be displayed on your dashboard. You must also provide photo identification.**
- Each child will receive a bus/designated number tag from their child's teacher. They will need to wear this on their school bag daily so we can safely and efficiently exit them from the building. **Please do not remove this tag from your child's school bag.**
- If the person picking up your child **does not have a car tag** when they come to pick up your child(ren), they will be asked to **pull out of line into a designated space** in the parking lot (you must remain in your car). **After the pick-up lane is cleared**, staff will verify their identity. We will be **checking a photo ID** and confirming the information you have in the Parent Portal for authorized people to pick up your child(ren).

**Student pick-up will begin promptly at 2:50PM. In order for us to keep an overflow of traffic to a minimum, please do not arrive prior to the designated pick-up time.**

Please follow the directions of the staff members who are supervising your child(ren) walking to your vehicles. Your child will **ONLY** be able to get into your vehicle when you are in the "loading zone".

The initial weeks of school will be a learning experience for all of us, and we anticipate making changes as needed. **Please be considerate and patient as you enter and exit our parking lot.** Thank you for your cooperation and flexibility as we navigate our return to school.

Sincerely,

Mrs. Ferri