



## **Nansemond Parkway Arrival and Dismissal Procedures & Options 2025-2026**

Dear Parents/Guardians,

As we prepare for the 2025–2026 school year, we want to share important information regarding our “Everyday Pick-Up” procedures. These procedures are designed to ensure that dismissal runs safely and efficiently each day.

If your child will be picked up daily instead of riding a bus/van, please review the following expectations carefully:

- **“Everyday Pick-Up” Tags are Required:**

Each student must have a designated pick-up tag. Families will receive two car tags and one student bookbag tag per child. All tags will display matching identification numbers to ensure student safety.

- **Annual Application Required:**

Parents/guardians must reapply for new Everyday Pick-Up tags annually. Only a parent or legal guardian may complete the application, and a photo ID is required for verification by school staff.

- **Tag Use and Display:**

- Student tags must be securely attached to the child’s bookbag.
- Car tags must be displayed clearly in the vehicle each day.
- If you do not have the car tag, you must present a valid ID to school personnel in line to sign your child out.

- **Dismissal Line Expectations:**

- Please remain in your vehicle during pick-up.
- Students should enter the vehicle on the passenger side.
- Help us keep the line moving by eliminating unnecessary gaps.
- Do not pass other vehicles in the line, unless directed by staff.

- **Important Reminders:**

- By signing the Everyday Pick-Up application, you are authorizing your child to be released to any individual with a car tag that matches your child’s tag.



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**1. Everyday Pick-Ups:** Parents who plan to pick up their child(ren) daily must complete the Everyday Pick-Up Application. **FORM LINK:** <https://forms.gle/iwrwYEFHoTjTEUH9> Parent ID must be presented with the application to receive the parent/student tags. These students will be dismissed from the gymnasium and escorted to the vehicle. Dismissal for Everyday Pick-Up begins promptly at 3:50 PM. Once the form has been completed, placards will be available for pick up during orientation on August 21st.

**2. Bus Riders:** Parents/guardians must contact Nansemond Parkway directly to request transportation. Please note that any requests made after August 15th may not be processed until after the first day of school on August 25, 2025, and will be handled in the order they are received. Bus riders will be dismissed at 3:50 PM from the bus ramp. Please note that actual dismissal times may vary depending on the bus's arrival at the school.

**3. Special Circumstance Pick-ups:** Parents/guardians requesting to pick up their child(ren) on special occasions will park and walk up to sign their child(ren) out at the front door. For safety reasons, parents requesting students after 3:30 p.m. must wait until the 3:50 dismissal time in the regular parent pickup line. Please only use this option on special occasions. Please do not use this option daily.

**4. Before and After School Childcare:** AlphaBest will have a childcare program on campus. Please contact them directly for more information. Additional off-campus childcare facilities in the area may provide van transportation to and from school. For more information, contact the individual programs to see if they are providing this service for the upcoming school year. Van riders will be dismissed as they arrive, beginning at 3:50 at the bus ramp. Please note that actual dismissal times may vary depending on the van's arrival at the school.

Sincerely,  
Mrs. Leticia Rouse

Principal

We appreciate your cooperation in helping us maintain a safe and organized dismissal process. If you have any questions, please contact the school office.



## Nansemond Parkway Arrival and Dismissal Procedures & Options 2025-2026

Please see the map below for traffic flow during Parent Drop-off and Pick Up. Please note the areas marked for our buses. This allows our buses to safely park and leave the school.

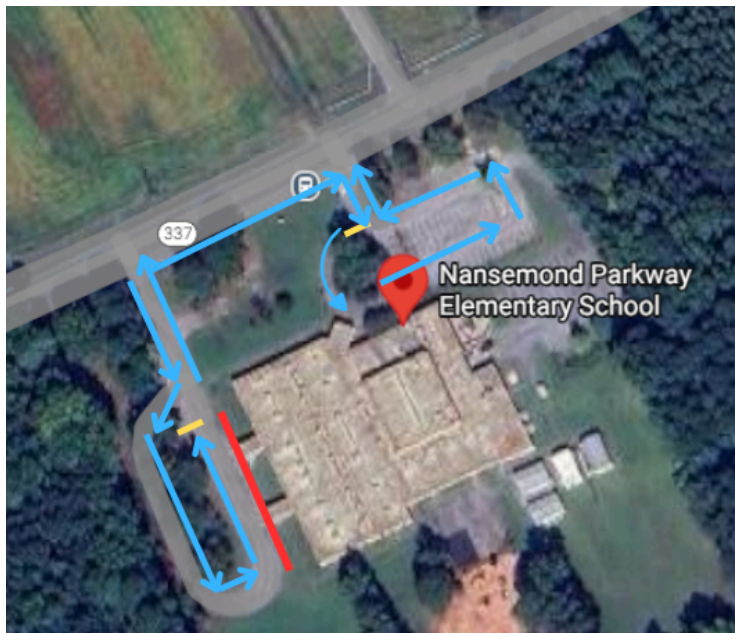
Key:

Parent Vehicle: —

Yield for vehicles: —

Buses: —

### Morning Drop Off Map



### Afternoon Pick Up Map

