



NPES Car Rider Information and Expectations

Parents/Guardians,

As we are dedicated to keeping the health and safety of our staff, students, and families as our top priority, please review and adhere to the following procedures.

Morning Drop Off

- Student drop off time is 9:00 am. Students will not be permitted into the building before 9:00 am.
- Please continue towards the **right** when entering Nansemond Parkway.
- The drop off line will begin at the cones right before entering the staff parking lot. Once drop off has begun, parents are asked to drive through the front loop and continue to the end of the parking spaces to allow more cars to enter from the street.
- For continued safety, our staff will not be opening car doors for the parent drop-off lines. Please have students exit the car from the right side, nearest the sidewalk if possible.
- Staff will be available to assist students. There is no need for parents to exit their cars.

Afternoon Pick Up

- Everyday student pick up will begin at 3:50 pm.
- To allow room for more cars to enter, please continue driving towards the **left** when entering Nansemond Parkway. This is the opposite direction from drop off.
- Pick up persons must have placards visible daily for student pick up and must remain in their vehicle.
- ***Pick up persons must be prepared to show their identification daily.***
- Only those included on the application will be allowed to pick up the student.
- Students will **NOT** be allowed to switch back and forth between the bus and car rider program.
- Parents may **ONLY** carpool with one other family and the students from both families must be included on the application.

If a student is needed for pickup prior to 3:30 pm (doctors appointment, family emergency, etc.) park and report to the front desk to sign out your child. Please be sure that whoever is picking up your child is listed on your authorization to pick up form **and** has a Photo ID. For student safety, students will not be released to those without ID or those who are not listed as an authorized pickup. **Please note that after 3:30, we will be preparing for student dismissal. At that point, students will no longer be dismissed from the main entrance and parents will not be permitted in the building to sign out students. All students will be dismissed from the parent pickup line and exit from the parent pick up doors. Please do not park and approach the building after 3:30. This will delay parent pick up and potentially cause problems with traffic. If you have an emergency, please call the main office prior to arrival and provisions will be made.**

Those interested in taking advantage of the car rider program must be picking up their child each day. To be assigned a placard please fill out the application below and send it back to NPES via dropoff or email (brittanycumplings@spsk12.net). If you have any questions about the car rider program, please contact the front office at (757) 923-4167.



NPES Car Riders Application 2023

All information must be completely filled out in order for application to be complete. (Please PRINT) THIS IS ONLY FOR EVERYDAY PICKUP STUDENTS and must be completed yearly.

If you have already been assigned a number and you already have a placard for your car and your student(s), please indicate your assigned number here _____.

Parent/Guardian Contact Information:

Parent/Guardian's Name: _____

Phone Number(s): _____

Parent/Guardian's Name: _____

Phone Number(s): _____

Student Information

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Authorized to Pick-up Students:

Name: _____

Name: _____

Name: _____

Car Information

Car 1: Color _____ Make & Model _____

License Plate Number _____

Car 2: Color _____ Make & Model _____

License Plate Number _____

OFFICE USE ONLY - Placard # _____