

Carline Procedure

Lancaster City Campus
935 Columbia Ave., Lancaster, PA 17603



NSM has staggered Drop-Off and Pick-Up times. Please do your best to arrive at your appointed time.

Pick-Up & Drop-Off

We have included a map and [a video](#) to illustrate the flow of traffic, Pick-Up and Drop-Off stations, and parking areas.

- Inform frontdesk@newschool.net and your teacher of any changes regarding Pick-Up or Drop-Off.
- Please remember that this is a time for transition for young children.

- It is important to remain patient as we work with the active carline to ensure all children safely arrive at school.
- Please do not pass cars in the active carline. Stay in the left lane to access a parking spot.
- Please use the door closest to the sidewalk to allow your child to exit the car.

Because teachers are focused on student safety during carline, please do not engage them in conversation. If you need to talk with your teachers, please email or call.

Drop-Off

- **8:00am** - Middle School
- **8:15am** - Early & Upper Elementary
- **8:30am** - Primary
- **8:45am** - Infant / Toddler

Please wait in your car until a teacher is present at the benches to greet your child. If you arrive early, please wait in your car. If you are too early, you may be asked to loop around the parking lot again.

A teacher will greet your child on the sidewalk near your car.

- If you choose to walk your child up to the school, please find a parking spot and walk your child to the entrance.
- If you signed up for Early Bird Drop-Off at 7:30am, you will be required to walk your child to the front doors.

→ Infant children will be walked in by the parent and meet the teacher at the classroom door.

Pick-Up

- **11:45am** - Primary (morning)
- **2:30pm** - Middle School
- **2:45pm** - Early & Upper Elementary
- **2:50pm** - Primary (full day)
- **3:00pm** - Infant / Toddler

Our Lancaster City Campus has two Pick-Up stations:

1. The **brick sidewalk** for Toddler through Early Elementary (stay in the right lane).
2. And the **basketball area** for Upper Elementary and Middle School (stay in the left lane and pass with care).

→ **If you have more than one child**, all your children will arrive with the youngest sibling.

Infant children are dismissed from the classroom.

→ Please find a parking spot (not in the active carline).

→ You may walk up to the front doors and ring the bell. Someone will buzz you in.