



SELA EGE Norwell Pick Up and Drop Off Procedures

Prior to your child's first day, ensure you:

1. Review this document so that you fully understand the pick-up and drop-off process.
2. Share this document with anyone else who will be helping with pick up and drop off this year
3. Download the Brightwheel app and create your "authorized pick-up team". *This must be done prior to the 1st day

Authorization for student dismissal & the Brightwheel App

1. Here at SELA, we know safety and efficiency are critical to a smooth child pick-up and drop-off.
2. Brightwheel is a student pick-up and drop-off app which provides a secure way to check your child in and out of school each day.
3. Take a moment now to download the app and create your "authorized pick-up team".
4. Anyone helping out with pick up and drop off for your child(ren) must have this app shared with them and be added by the parent to the pick up drop off team.

AM & PM Extended

If you are dropping off your child before 8:30 am for the AM Extended program, or picking them up after 3:15 from the PM Extended program, please follow these steps:

1. Enter the parking lot and take a right (as designated on the attached map). Park in a spot convenient to the front door and come to the first set of glass doors and ring the doorbell.
2. Wait until someone answers the door or talks to you through the doorbell. They will ask for your Brightwheel code.
3. Once you have spoken to a member of Administration you can wait inside by the second set of glass doors.

Student Drop Off & Pick Up Procedure

Drop off:

The Front Door will be open and regularly attended for student drop off every morning from 8:30-8:50 am.

1. Upon entering the parking lot of SELA, please make sure you know your 4-digit Brightwheel code. A member of staff will ask you for your code at the first stopping point. (as designated on the attached map)
2. Take a right following the other cars (as designated on the attached map). Pull up to the furthest available spot as the line moves (indicated as stars on the attached map).
3. Once pulled up as far as you can have your child unbuckled and waiting outside of the car, ready to go. A member of our staff will meet you at your car, and walk your child (ren) into school. ****Do Not pull away until you have handed your child to a staff member.****
4. Once your child (ren) has entered the school with a member of staff. Carefully pull into the passing lane on the left and exit the parking lot. **** A member of staff will be directing traffic to help assist in entering the passing lane.****
5. *****If you arrive after 8:50, you will need to park at the front entrance and walk your child into the building to be signed in at the front desk. Please see AM and PM drop off Procedure for more information***

****If the line starts to go into the main road. A staff member will direct you to park and we will bring your child (ren) into the school from the designated parking space.****

Pick Up:

The Front Door will be open and attended for student pick up every afternoon from 1:00-1:15pm, and 3:00-3:15pm.

****Late pick-up fees will be assessed if you are not in line for your child by the specified times.***

1. Upon arriving at SELA make sure you know your 4-digit Brightwheel code.
2. Enter the parking lot and take a right (as designated on the attached map). Pull up to the designated Brightwheel check in point (indicated as stars on the attached map).
3. A member of our staff will confirm pick-up approval in Brightwheel, and have you pull all the way forward as indicated by the stars on the attached map.
4. Once parked SELA staff will bring your child out to your car.
5. Please be sure to step out of your car so that we can hand your child directly to you – SELA staff will not buckle your child into the car.
6. *****If you are dismissing earlier than the regularly scheduled timeframe, you will need to park at the front door and walk into the building to sign your child out at the front desk. Please see PM and AM Extended Procedure for more information.***

****If the line starts to go into the main road. A staff member will direct you to park and we will bring your child into the school from the designated parking space.****

LATE PICK UP CHARGES

SELA's hours of operation are 7:00 AM – 6:00 PM. Students should be picked up promptly at their scheduled dismissal time. For ALL grade levels, a late pick up fee is assessed as soon as the dismissal timeframe ends. Any student not picked up within that timeframe will be considered a "late pick up". The late pick-up fee is \$20 per hour for first offenses.

For students that are picked up late, 2 or more times in one month, there will be a charge of \$30 per half hour. For students that are picked up late, 4 or more times in one month, SELA will review your family's specific late pick up fees. For students enrolled in the PM Extended Day program, the latest pick up time is 6:00 PM sharp. At this time, the school closes for the day and we therefore require that parents pick up their children no later than 6:00PM. Parents arriving after 6:00PM will be charged \$5 per minute for the first 10 minutes. After 10 minutes, parents will be charged a flat rate of \$60 per half hour. For PM extended students that are consistently picked up after 6:00pm, SELA reserves the right to remove PM extended from the child's schedule.

SELA's 2023-2024 EGE Pick Up & Drop Off Map

