



## 2022-2023 School Year Program Drop-Off / Pick-Up Process

### DROP-OFF 8:40 a.m.- 9:00 a.m.

- Drop-Off begins at 8:40 a.m.
- After safely parking in the NCDS Lot, please Check-In using the following steps:
  1. Open your Procure App.
  2. Tap the QR scan icon at the top right corner toolbar. It will look like your camera opened.
  3. Next, touch the small blue "SIGN IN-OUT" button at the bottom right of screen.
  4. Check the child(ren) attending and then tap the blue SIGN-IN button.
  5. Sign your initials on the screen and finish by tapping the blue DONE button.
- Once checked in, look for your child's Teacher Sign and drop-off at their designated class location. See your Teacher's Welcome Email for the specific Drop-Off and Pick-Up locations.
- NCDS Staff will help children to their class.
- If you are arriving after 9:00 a.m., please contact your child's teacher via Procure Messenger, Text, or Email . A staff person will meet you at the door.

### PICK-UP at 11:45 a.m. and 2:45 a.m.

- After safely parking in the NCDS Lot, please Check-Out using the following steps:
  1. Open your Procure App.
  2. Tap the QR scan icon at the top right corner toolbar.
  3. Next, touch the small blue "SIGN IN-OUT" button at the bottom right corner of the screen.
  4. Check the child(ren) attending and then tap the blue SIGN-OUT button.
  5. Sign your initials on the screen and finish by tapping the blue DONE button.
- Look for your child's Teacher Sign.
- If you are picking up your child before 2:45 p.m., please contact your child's teacher via Procure, Messenger, Text, or Email to prearrange early Pick-Up.