



Arrival and Departure Procedures

Nature's Classroom Institute of Wisconsin, Inc.
W1802 Hwy J
Mukwonago, WI 53149
(262) 363-6820

Group Arrival/Departure: Please drive directly to the **Gym**. An NCI instructor will greet you there and direct the cars or buses. Our staff will also direct the students in unloading or loading luggage.

Individual Arrival: Individuals arriving for a late student drop-off or early pick-up that is separate from the group's arrival and/or departure time should proceed to the **Parking Circle**. Please follow the sidewalk to the **Main Office**.

Due to NCI's security policy, the office requires advance notification from the visiting school of all individual arrivals. Please see our Security and Parent-Contact Policies for more information.

Parent Contact Policy

Please note the policy below if your school will use parent transportation when bringing the students to NCI's campus or picking them up for the return home. This information reflects our security policy regarding visitors to our campus and must be adhered to by all parents.

- Drop-off on First Day
 - Please have the parents stop at the gym for unloading instructions from one of the NCI teachers. If for any reason a parent arrives earlier than expected and does not find a teacher at the gym, they must check in at the office for instructions.
 - Parents who are not staying for over-night chaperone duties should make their good-byes to their children after unloading. The NCI program will begin immediately upon arrival and we would like the children to be able to focus their full attention upon our teachers.
- Early Departure/ Late Arrival During Week
 - If a parent is bringing a student after the school has arrived, this arrangement must be made with the school prior to the week of attendance at NCI. The school can then notify NCI of the situation. A written statement from the parent indicating late arrival should be turned into the school and brought to NCI for our records.
 - If a parent is picking up a student before the school is leaving, the arrangement for this must be made with the school prior to attending NCI. In addition, NCI requires written notification from the parent indicating the intent to make an early departure. This notification should be brought by the school upon their arrival.
 - Telephone consent from the principal of the school or consent from the on-site school representative (lead teacher) may substitute for prior written notification in cases of emergency in which early departure or late arrival is unexpectedly required. In either case, however, the NCI office must be notified of the parent's intent and expected arrival time.
 - For any early departure or late arrival, parents should park in our school parking circle. They must then check in at the Main Office for further instructions.
- Pick-up on Last Day
 - If parents are picking up students on the last day of the program, they should park in the parking circle and go to the gym. They should wait until they are met by NCI staff or their own school teachers. (Note: If a parent arrives earlier than expected, there will be no teacher at the gym. Parents should still wait there until the program has concluded.) Restrooms are available inside the gym. Once the program has completed, the students and NCI staff will proceed to the gym for departure. The parents will then be allowed to make their greetings and begin the loading procedure under the direction of the school teachers and NCI staff.