

These procedures take some time to learn at the start of the school year. As with any new procedure, learning the steps takes time, please be patient.



Please set a good example for our students. Be patient with the CCS employees who will be staffing the driveways and parking lots during dismissal and also with the other CCS families waiting for pick-up.

Arrival and Dismissal Procedures ~ Intermediate School

Please review this information thoroughly. In an effort to make these procedures clear, a map has been included. Color-coded directional arrows will be displayed on James Hance Court to help as well. The “color-key” is at the bottom of this page.

Grades 4th – 6th Grade and 5 1st Grade Classes* **Intermediate School ~ 515 James Hance Court**

**There are 1st grade classes in 500 and 515. Please be sure to note your child's correct building.*

Arrival

The academic day begins at 8:15am and students are expected in their homerooms by this time or they are considered tardy.

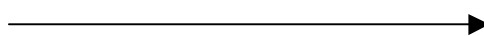
- Students arriving prior to 8:00am will be directed to a waiting area. Students will be supervised and released to homeroom at 8:00am. Breakfast is available during this time only and students will be escorted to/from the Lower School cafeteria.
- Students arriving from 8:00am to 8:15am will be directed to their homerooms.
- Students arriving by car must be dropped off at the **front of the building. Vehicles should enter off James Hance Court using the 1st driveway to the right into 515 James Hance Court.** Once you enter the parking lot, circle counter-clockwise around the far end of the parking spaces and drive in front of the building. Your vehicle's passenger side door should face the front of the building and your vehicle should be headed back in the direction of James Hance Court. Doors will be opened and monitored from **7:30am to 8:13am.** Please stay in your vehicle, do not walk your child into the school.
- Parents are not permitted to accompany their child to their homeroom in the morning, with one exception. While we don't encourage parents to walk-in with their child, we do permit parents of kindergarten and *new* first grade students to escort their child to their homeroom during the first week of school only. If you are walking your kindergarten or *new* first grade student to their classroom, please park in the 515 James Hance Court parking lot and walk your child across to the Lower School. Look for staff to direct where you may to park. Parents of kindergarten and new first grade students that wish to escort their child to his/her classroom are encouraged to take their child to the room, say a quick good-bye and leave the building.
- As a reminder, whenever visiting the school, parents must check in with the main office (3rd set of doors on the ~~East~~ **East Side of the School**) before proceeding to their child's classroom.

Color Key for Directional Arrows

BLUE = 515/Intermediate School Drop-Off and Pick-Up

RED = 500/Lower School Drop-Off and Pick-Up

Turn over for Dismissal Procedures



Dismissal ~ 3:45pm

- **During the first few days of school, please send a note to your child's teacher letting him/her know how your child is to be dismissed (bus, parent pick-up, After Care, etc.)**
- During the first few weeks of school, please be patient with dismissal arrangements at our buildings. **To ensure the safety of our students, please follow the directions of the CCS staff.**
- When dismissal arrangements change, a note is required. Any student without a note will be sent home on their bus. Phone calls cannot be accepted. **The school needs to be informed, in writing, when you will be picking up your child. If you pick-up your child on a regular schedule, sending one note detailing the schedule will suffice.**
- Parents wishing to pick-up students may do so at the front of the building. **Vehicles should enter off James Hance Court using the 1st driveway to the right into 515 James Hance Court. The pick-up line at the Lower and Intermediate buildings may begin at 3:15pm (not earlier) once the Upper School has completed dismissal for the day.** Once you enter the parking lot, circle counter-clockwise around the far end of the front parking spaces and drive in front of the building. Your vehicle's passenger side door should face the front of the building and your vehicle should be headed back in the direction of James Hance Court. Look for CCS staff to assist you in lining up for pick-up. Remain in your vehicle.
- Please do not park and enter the school between 3:15pm and 3:45pm to pick-up children, use the pick-up line. The pick-up line will remain open until 4:00pm. Students must be picked up by this time.
- Parents picking up their child must display a front-window placard in the front window of their vehicle. If you would like a placard, please complete the form enclosed in this packet. Until the staff recognizes you, please be prepared to show identification.
- Students riding the bus will be directed by CCS faculty and staff to their buses. During the first few weeks of school, please be patient with your child's bus ride home. To ensure that all students are on the appropriate buses, we take extra time at the beginning of the school year to double-check buses before they leave our campus. This may delay their arrival at home. Please be patient.

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