

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 ~ Lower 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 Kindergarten to 3rd Grade* **Lower School ~ 500 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.

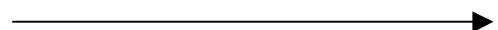
- Students arriving by bus prior to 8:00am will be directed to the cafeteria. Students will be supervised and released to homeroom at 8:00am. Students arriving by bus from 8:00am to 8:15am will be directed to their homerooms. Breakfast is available during this time.
- Students arriving by car must be dropped off at the GYM DOOR of the building (facing Creamery Way.) Vehicles should enter at the Main Entrance (off James Hance Court) and proceed around the front of the school to the gym side of the school. Doors will be opened and monitored from **7:30am to 8:13am**. The doors close 2 minutes before homeroom to ensure that students have enough time to get to homeroom. Please stay in your vehicle, children will be greeted and assisted out of their vehicles by CCS staff. Students arriving prior to 8:00am will be ushered to the cafeteria until 8:00am. Students arriving after 8:00am will be directed to their homeroom.
- **For safety reasons, students are not permitted to be dropped off at any other doors.** All drop-offs must be at the GYM Door.
- 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 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 before proceeding to their child's classroom (except for parents of kindergarten and new first grade students during the first week of school at arrival time.)

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, Gym Door, After Care, etc.)**
- During the first few weeks of school, please be patient with dismissal arrangements and traffic patterns. **To ensure the safety of our students, please follow the directions of the CCS staff and any posted signs.**
- 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 GYM DOOR (facing Creamery Way.) **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.** Look for CCS staff and directional signs to assist you in lining up for pick-up. The pick-up line is usually long and we encourage the use of school buses, instead of parent pick-up, to help alleviate traffic. Vehicles should enter at the Main Entrance (off James Hance Court) and proceed around the front of the school to the gym side of the school. Those families arriving after the pick-up line fills the Lower School parking lot will be directed by CCS staff to the cul-de-sac and towards the Upper School (535 James Hance Court.) The line will circle around the back parking lot of 535 and line up on the farthest right-hand lane of the 535 driveway. The first car in line will wait at the stop sign at the cul-de-sac. CCS staff will direct vehicles from the stop sign to the 500 driveway when traffic permits. Remain in your vehicle.
- 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.
- 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.
- Students riding the bus will be directed by CCS faculty and staff to their buses. Our youngest students will be escorted to the bus from the building. 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.

Color Key for Directional Arrows

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

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