



## *Arrival and Dismissal Procedures~ Upper School*

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**Please review this information thoroughly. In an effort to make these procedures clear, a map has been included. Student drivers are expected to follow these procedures as well. If your child drives to/from school, please share these procedures with your child.**

These procedures take some time to learn at the start of the school year. As with any procedure, learning the steps takes time, please be patient. Please set a good example for our students and 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.

### **Grades 7<sup>th</sup> to 12<sup>th</sup> ~ Upper School ~ 535 James Hance Court**

**Arrival ~ The academic day begins at 7:30am and students are expected in their homerooms by this time or they are considered tardy.**

- Students arriving prior to 7:25am will be held in waiting areas until 7:25am and then released to their lockers and homeroom. Breakfast is available during this time.
- Students arriving by car must be dropped off at the **Front** of the building (at the flagpole.)
- As a reminder, whenever visiting the school, parents must check in with the main office before proceeding to their child's classroom.

### **Dismissal ~ 3:00pm**

- **Please make sure that your child knows his/her dismissal arrangements.**
- 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.**
- Students riding the bus will be directed by CCS faculty and staff to their buses.
- Parents wishing to pick-up students may do so at the **Front** of the building (at the flagpole.) Please stay 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.
- Parents should stay in their vehicle. Please do not park and enter the school at dismissal time to pick-up children. Please do not park and enter the school from 2:30pm to 3:00pm to pick-up children.
- The pick-up line will remain open until 3:15pm. Students **must** be picked up by this time.