



20 S. Woodrow Avenue • Battle Creek, MI 49015 • 269-965-5560 • Fax 269-965-8038

Dear CCS Families,

I wanted to take a moment to remind you of our **Drop-Off/Pick-Up Operating Procedures** and let you know about some minor changes (**in bold below**).

- There will be separate Drop-Off/Pick-Up Zones for Elementary and the Middle/High Schools.
 - Elementary students will be dropped off and picked up at the front doors of the school. (See attached Fig.)
 - Middle and High School students will be dropped off and picked up at the cafeteria doors adjacent to side parking lot. (See attached Fig.)
 - Students will not be allowed to exit or enter vehicles outside of the designated zones. (See attached Fig.)
 - **Preschool drop-off and pick-up may take place in the parking lot by the preschool entrance.** There are designated preschool parent parking spots along the building. You may use these to drop off in the morning and pick up at 11:00. **The only exception is Kindergartener pick-up.** They will be brought directly to their vehicles during **pick up in the circle drive at the front of the school.** This will eliminate the need for parents to leave their vehicles.
 - Kindergarten parents will also be able to remain in their cars as these students will also be brought to their vehicles.
 - In ALL cases, traffic will only be operating on a ONE-WAY, ONE-LANE system.
 - From 7:15am – 7:45am and 2:15pm – 3:10pm, there will be NO parking in the parking spots in the circle drive in front of the school. These areas will be blocked off by cones.
 - If you wish to park and walk your student into the school, you may park on Woodrow Avenue or you may use the side parking lot and park in the 1st row of parking and enter through the cafeteria doors. (See attached Fig.)
 - Cafeteria doors will be open from 7:30am – 7:45am and from 2:50pm – 3:10pm. At all other times, you must use the front entrance
 - At **NO** time during Drop-Off and Pick-Up times will parking be allowed in the circle drive (next to the sidewalk) or along the sidewalk or outdoor basketballs courts by the entrance off of Woodrow Avenue.
- Student drivers will park in the northern-most row of parking in the side parking lot (the row farthest from the cafeteria doors).
- **Please refrain from parking on sidewalks along Woodrow as they still need to be used by pedestrians.**

You will find an aerial map attached that outlines the new Drop-Off/Pick-Up procedures as well as a FAQ sheet about some questions that you may have.

You may contact **Jeralyn Belote**, our administrator, with any additional questions or concerns. Thank you for your cooperation for the continued safety and success of our CCS students!

Warm Blessings!

FAQs FOR NEW DROP-OFF/PICK-UP PROCEDURE

Q. Why can't we park in the circle drive during drop-off and pick-up times?

A. The current daily Drop-off and Pick-Up times have seen many near collisions as vehicles attempt to back out into traffic or try and navigate around idling vehicles that are parked in the wrong areas. Children are darting across to parked cars while dodging moving vehicles. Eliminating parking in the circle drive and instituting a one-way, one-lane zone that will be continually moving provides for safer traffic flow while preserving the physical wellbeing of our parents and students.

Q. Why can't we park along the sidewalk across from the basketball courts during drop-off and pick-up times?

A. Parking along the side of the walkway across from the basketball courts has created a safety issue for vehicles entering and exiting that way. A vehicle that is exiting often times has to pull out into oncoming traffic to maneuver around another parked vehicle. Eliminating parking along this sidewalk and instituting a one-way, one-lane zone that will be continually moving provides for safer traffic flow while preserving the physical wellbeing of our parents and students.

Q. What if I have students in multiple grade levels and schools?

A. You may drop off and pick up multiple students in the designated Elementary School zone. Please understand that school dismisses at **2:50pm**. However, not all students are outside ready to be picked up at that time. If this is the case when you enter the Pick-Up Zone, please know that you may need to circle around again to pick up your stragglers to ensure smooth flow of traffic. Your other option is to park in the side parking lot and walk down to meet your children.

Q. What happens if my child isn't ready for pick up when I pull into the zone?

A. CCS staff will be working diligently to ensure that students are dismissed at 2:50pm. Older students who may need to visit their lockers before leaving school will not be out as soon as some of the younger students. Please take this into account when arriving.

Q. Are you discouraging parents from entering the school?

A. Absolutely not! Our main concern in establishing these new procedures is the safety of our students and families. Parents are welcomed and encouraged to continue to walk their students into the school. However, it must be done following the new traffic patterns during the Drop-Off and Pick-Up times.

Q. If I enter the side parking lot from Woodrow, which way do I turn to drop my Middle/High School student off?

A. Upon entering the drive to the side parking lot from Woodrow, please follow the cones and signs to your right. You will essentially be driving in a counter-clockwise square to reach the designated Drop-Off and Pick-Up Zone. (See attached Fig.)

Q. If I enter the side parking lot from Woodrow, which way do I turn to park and walk my student inside?

A. Upon entering the drive to the side parking lot from Woodrow, please follow the cones and signs to your right. You will essentially be driving in a counter-clockwise square to reach the designated Parent Parking area. The parking area will be a pull through, one-way lane as well. (See attached Fig.) Once parked, you will be directed to follow the sidewalk alongside the gym to the cafeteria doors.

Q. If I enter the side parking lot from S. 20th Street, which way do I turn to drop my Middle/High School student off?

A. Upon entering the drive to the side parking lot from S. 20th Street, please follow the cones and signs to your right. Be sure to allow for merging traffic coming into the parking lot from Woodrow. You will be entering the line to reach the designated Drop-Off and Pick-Up Zone upon turning right into the parking lot. (See attached Fig.)

Q. If I enter the side parking lot from S. 20th Street, which way do I turn to park and walk my student inside?

A. Upon entering the drive to the side parking lot from S. 20th Street, please follow the cones and signs to your right. Be sure to allow for merging traffic coming into the parking lot from Woodrow. You will be directed to turn right into the designated Parent Parking area upon turning right into the parking lot. The parking area will be a pull through, one-way lane as well. (See attached Fig.) Once parked, you will be directed to follow the sidewalk alongside the gym to the cafeteria doors.

Q. The circle drive is full when I arrive. What do I do?

A. If the circle drive is full of cars waiting to move into the Drop-Off/Pick-Up Zone, you can move your vehicle into line on Woodrow, being sure not to block moving traffic. Vehicles may also be parked adjacent to the mall area of the circle or past the circle exit nearest the soccer fields. Your other option is to park in the side parking lot and walk down to meet your children.

