

# Drop-Off/Pick-Up Operating Procedures for Preschool Families

As in all things, be courteous, recognizing that each person has a time frame and agenda, but the **safety of our students is most important.**

All Preschool Students should be dropped off to their classroom door. You may use the preschool, cafeteria, or front entrance.

Half Day Preschool students should be picked up at 11:00am at their classroom door.

**Full Day Preschool students** will be picked up in the parking lot by the cafeteria entrance adjacent to the side parking lot beginning at **2:40**. (See attached map.)

**Traffic will only be operating on a ONE-WAY, ONE-LANE system.** At NO time should cars pull out and around other cars because it endangers students walking across the parking lot.

If you decide to park in the parent parking area and walk up to pick up your students, please wait on the sidewalk around the corner from where the students are lining up. (See “waiting area” and “parent parking” on the attached map.)

If you are picking your child up in a vehicle, please pull all the way forward to one of three stops where teachers will bring your student to you. There will be a cone placed where you need to stop. Drivers must remain in cars. (See “stop signs” on the attached map.)

Students will enter the car from the passenger side. No student will walk in front of another vehicle in the car pick up line.

If your child is unable to secure his or her own car seat or booster seat, please pull all the way forward past the gym vestibule to buckle them in.

If you have children in elementary you will need to drive to the elementary line to pick up those students after picking up your preschool student.

If you have a child in MS or HS the older sibling may get a preschool student and walk them to the back parking lot.

Preschool students will be brought to extended care if they are not picked up at 3:00.

# Drop-Off/Pick-Up Operating Procedures for Elementary Families

As in all things, be courteous, recognizing that each person has a time frame and agenda, but the **safety of our students is most important.**

Elementary Students should be dropped off at the front door off the circle drive.

Elementary students will be picked up in the circle drive at 2:50. (See attached map.)

**Traffic will only be operating on a ONE-WAY, ONE-LANE system.** Cars should not pull out and around other cars without being directed to by a staff member because it endangers students walking across the parking lot.

If you want to park and walk up to pick up your students, please park on the street or in the parking spaces in the circle drive. When waiting for your child, stand on the sidewalk by the bench behind the orange cones. (See “waiting area” on the attached map.) Be careful when crossing the circle drive. Be aware of cars that are driving and do not step out in front of them. A staff person will be there to direct.

If you are picking your child up in a vehicle, please pull all the way forward to one of three stops where teachers will bring your student to you. There is a sign placed where you need to stop. Drivers must remain in cars. (See “stop signs” on the attached map.)

Students will enter the car from the passenger side. No student will walk in front of another vehicle in the car pick up line.

If your child is unable to secure his or her own car seat or booster seat, please pull all the way forward to the curve to buckle them in.

If your child does not exit the building when you are at the front of the line you must continue going around. At no time should you stop and wait in the drop-off/pick-up line.

Refrain from parking on sidewalks along Woodrow as pedestrians will still be using them.

Refrain from parking along the basketball courts/student parking as the line will need to continue moving.

If you are waiting in line do not block the other driveways.

If you have a child in MS or HS the older sibling may get an elementary student and walk them to the back parking lot.

Elementary students will be brought to extended care if they are not picked up at 3:00.

# Drop-Off/Pick-Up Operating Procedures for Middle School and High School Families

As in all things, be courteous, recognizing that each person has a time frame and agenda, but the **safety of our students is most important.**

MS and HS students should be dropped off and picked up in the back parking lot, entering and exiting through the cafeteria doors.

**Traffic will only be operating on a ONE-WAY, ONE-LANE system.** Without direct permission from a staff member, cars should NOT pull out and around other cars because it endangers students walking across the parking lot.

If you are picking your child up in a vehicle, please pull all the way forward to one of three stops where the student can then walk to you. There is a sign placed where you need to stop. Drivers must remain in cars. (See “stop signs” on the attached map.)

If you have children in elementary or preschool your older child may pick them up from their teacher and walk them to your car.

If your child does not exit the building when you are at the front of the line you must continue going around.

Refrain from parking on sidewalks along Woodrow as pedestrians will still be using them.

Refrain from parking along the basketball courts/student parking as the line will need to continue moving.

If you are waiting in line do not block the other driveways.

# FAQs for the Drop-Off/Pick-Up Procedures

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

**A.** MS/HS siblings may pick up younger siblings and bring them to the cafeteria pick up. If you have students in elementary and preschool, but no older kids, you will have to pick up in both spots. 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 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 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 map.)

## **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 arrows 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 map)

## **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 arrows 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.

Thank you for your cooperation for the continued safety and success of our CCS students! Contact the office with any questions!

CCS Administration

20<sup>th</sup>  
St.

STAFF PARKING

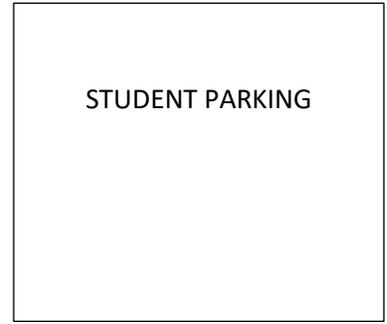


STAFF PARKING

STAFF PARKING

PARENT PARKING

PARENT PARKING



Woodro  
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Car  
3



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2



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1



Waiting  
Area

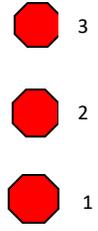
PARKING

Preschool Doors

Preschoolers Line Up Here

GYM

Cafeteria Doors



Circle Drive  
Entrance

Front  
Entrance

Waiting  
Area

Circle Drive  
Exit

PLAYGROUND