

Routines and Procedures

School Hours

- The building is open 7:00 a.m. to 6:00 p.m., Monday through Friday.
- The office is open 7:30 a.m. to 4:00 p.m.
- Students are released from E.T.C. at 8:00 a.m. to go to classrooms.
- First bell rings at 8:15 a.m.
- Tardy bell rings at 8:20 a.m.
- Classes begin at 8:20 a.m.
- Attendance is taken at 8:20 a.m.
- Classes end at 3:20 p.m.

Car Line, Drop-Off and Pick-up Guidelines:

THE POSTED 10 MPH SPEED LIMIT IS TO BE OBSERVED AT ALL TIMES

MORNING DROP OFF

The front parking lot will be for car and bus drop off ONLY.

- Cars may pull up to the front curb and let students out on the CURBSIDE of the car.
- Cars may NOT park in the front lot from 7:45am-8:25 am.
- Parents must wait in their vehicle until they see their child enter the building through the front doors before driving away from the curb.
- If items need to be retrieved from the back of the car, this must be done by an adult. Students may not stand behind or between cars.

The side lot will be for parents who wish to park and escort their children inside.

- They must use the front sidewalk in front of the dining room.
- Parents must remain within arm's reach of their children AT ALL TIMES while in the school parking lot.
- Students may NOT walk through the lot to the building without an adult.

AFTERNOON PICK UP

Students are dismissed to one of three locations after school – ETC, Car line, or Bus ONLY.

Car Line Rules

- Parents will go through the carline to pick up their children when they are brought to the car by an adult.
- Car doors are to remain closed until a CCDS staff member brings students to the car.
- Students are to enter cars from the CURBSIDE ONLY.
- Younger children who need buckled in are to be picked up at the far end of car line.
- **There are to be NO cars parked or traveling through the front parking lot from 3:00-3:45 p.m.**
- There is to be NO parking in the side lot and walking students through car line to exit the property.
- If items need to be retrieved from the back of the car, this must be done by an adult. Students may not stand behind or between cars.
- Parents may not walk into carline to retrieve their children.
- Family name card MUST be clearly visible in the front window of the vehicle.
- If someone other than parents pick children up from carline the office must be notified in advance and family name card must be visible in that vehicle.
- If name card is not available and/or the CCDS staff member at carline is not aware that a different person is picking up your child, they will be asked to park and report to the office.
- Students will report to ETC until clarification is received from a parent.
- Students should NEVER be in or near any parking lot or traffic area without an adult within arm's reach.
- If a vehicle is in a restricted area during the times noted above the owner will be asked to move immediately.

