

SCHOOL ARRIVAL AND DISMISSAL

While CCA does not provide any transportation for students traveling to and from school, procedures have been established to ensure their safety at these critical times. All traffic must always enter the grounds through the front Smoketown Road entrance and exit through the back gate on to Worth Avenue. Please always drive slowly in the parking lot. Each family will be issued a pick-up card with a number assignment for their family. This card must be displayed in the windshield during arrival and dismissal.

Students enrolled in before care may arrive as early as 6:30 am. Parent should park and escort their child to the reception lobby. A staff member will escort the child to the appropriate before care classroom. Elementary and secondary school students not enrolled in before care will follow the arrival procedures outlined below.

Lower School: PreK – 4th Grade Arrival:

Pre-K – 1st Grade

Parents will enter the parking lot through the Smoketown Road entrance and turn right and pull to the designated spot in front of the pre-school entry door. **No one will exit their vehicle at any time unless instructed to do so by a staff member.** Once arriving at the entry door area, a staff member will escort the student directly to class.

2nd Grade – 4th Grade

Enter the parking lot through the Smoketown Road entrance and turn left, entering the first lanes closest to the building. Pull to the designated spot in front of the CCA school entrance. **No one will exit their vehicle at any time unless instructed to do so by a staff member.** Once arriving at the entry door area, students will be escorted from the vehicle to the crosswalk and students will proceed to the building. Staff members will be in designated areas in the hallways to assist students in getting to classrooms.

5th Grade - Upper School Arrival

5th - 8th Grade

Enter the parking lot through the Smoketown Road entrance and turn left, entering the **2nd lane from the right**. Pull to the designated spot in line with the CCA school entrance. **No one will exit their vehicle at any time unless instructed to do so by a staff member.** Once arriving at the drop-off area, students will proceed from the vehicle to the crosswalk and enter the building.

9th - 12th Grade

Enter the parking lot through the Smoketown Road entrance and turn left, entering the **3rd lane from the right**. Pull to the designated spot in line with the CCA school entrance. **No one will exit their vehicle at any time unless instructed to do so by a staff member.** Once arriving at the drop-off area, students will proceed from the vehicle to the crosswalk and enter the building.

Student drivers enter the parking lot and turn left proceeding to the furthest lane closest to the tree line and park in the back row of the parking lot filling in every other spot.

Lower School Dismissal

PreK – 1st Grade:

Parents will enter the parking lot through the Smoketown Road entrance and turn right and pull to the designated spot in front of the pre-school entry door. Students' pick-up numbers should be clearly displayed in the windshield.

When parents arrive, the dismissal team will call for the child, and the child will be escorted to the vehicle.

Parents/guardians arriving to pick up a student without the appropriate pick-up card will be asked to pull into a parking spot to wait until staff are able to verify identification and pick up access. This applies to all CCA families.

2nd – 5th Grade:

Parents will enter the parking lot through the Smoketown Road entrance and turn left and proceed to your designated lane. Student pick-up numbers should be clearly displayed in the windshield. When parents arrive, the dismissal team will call for the child, and the child will proceed to the vehicle. Staff members will be in the parking lot to assist students to their vehicle.

Lower school students enrolled in after care will be escorted to the appropriate after care class at 3:45 pm. Students who are not enrolled in after care and not picked up by 3:45 pm will be signed in to after care and charges will be applied through FACTS.

Parents/guardians arriving to pick up a student without the appropriate pick-up card will be asked to pull into a parking spot to wait until staff are able to verify identification and pick up access. This applies to all CCA families.

Upper School Dismissal

All parents will enter through the Smoketown Road entrance and turn left into the parking lot, proceeding into the farthest lane from the building (closest to the tree line) and park as follows:

- 6th, 7th and 8th grade parents will park in the parking spaces on the left (as you are facing the building) side of the parking lot in the farthest parking spaces from the door. The students will exit the school from the school portico doors.
- 9th, 10th, 11th and 12th grade parents will park in the parking spaces in the right (as you are facing the building) half of the parking lot in the farthest parking spaces from the door. The students will exit the school from the church portico doors.

All vehicles will exit through the back entrance (Mall side).

Please note that students will not be allowed to get into a vehicle that is not parked. All parents are expected to park in the assigned areas.

Upper school students enrolled in after-care will be escorted to the appropriate after-care class at 3:35 pm. Students who are not enrolled in after-care and not picked up by 3:35 pm will be signed in to after care and charges will be applied through FACTS.

Early Release – Preschool through Grade 12

In the event of an early release is required by the parent or guardian, it **must occur before 2:45 pm**. Parents must enter the school at the main entrance and sign in at the receptionist desk where they may sign their child out of school. Parents should notify the school ahead of any early dismissal. When parents arrive to pick up the student, they are to notify the school receptionist to have their child called from class. Students will not be released between 2:45 pm and 3:15 pm without the approval of an administrator.

Chapel services are a vital part of our week at CCA. **All students are expected to attend chapel sessions on Wednesdays as a part of our Christian curriculum and focus. We will not call students out of chapel services for early dismissal.**