

## CHRIST CHAPEL ACADEMY SCHOOL ARRIVAL AND DISMISSAL

### Arrival

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.

During arrival, all traffic must enter the grounds at the front (Smoketown Road) entrance.

Preschool and before care students may arrive as early as 6:00 AM. Traffic must bear to the left of the church and enter the building at the main entrance located on the north side of the church. Parents should park in the designated parent/visitor parking lot on the north side of the building, and escort their child to their classroom and sign them in. Before care children will not be allowed to go unescorted at any time.

Elementary and secondary school students *not enrolled in before care* may enter the building at 8:15 AM. Entering traffic must bear to the left and follow the directional arrows in front of the building and drop students off at the main school entrance (second portico) on the north side of the church.

**ALL TRAFFIC MUST DEPART THE GROUNDS AT THE REAR EXIT. PLEASE DO NOT EXIT FROM SMOKETOWN ROAD.**

**PLEASE DRIVE SLOWLY WHEN ENTERING AND EXITING THE GROUNDS.**

### Dismissal

All traffic must enter the grounds at the Smoketown Road entrance. Dismissal can be a hectic time and requires cooperation to ensure the timely, secure, safe, and orderly transfer of students.

Traffic must bear left upon entering the church grounds from Smoketown Road. Parents should follow the same traffic patterns for dismissal as prescribed for arrival. Parents should park in the parking lot and enter through the main entrance of the school to pick up their children.

Lower school students will be dismissed at 3:30 PM. They will be released directly from their classrooms to a parent or guardian. Lower school siblings can be picked up by their secondary school brothers or sisters in their classrooms and escorted to their parent's vehicle per **parent's written permission**. All students remaining after 3:45 PM will be escorted to appropriate after care or club classes.

Upper school students will be dismissed from the church portico entrance. Staff members will be on duty to monitor dismissal. Parents of upper school students should park in a marked space in the parking lot. Parents should not pull into the "through" lanes and park, or stop to wait on students exiting the building. For our students' safety, parents are asked to park in a marked parking spot and remain parked until their child is in the car. All students who are not picked up by 4:00PM will be registered into after care for the afternoon and the appropriate charge will be billed through FACTS.

**ALL TRAFFIC MUST DEPART THE GROUNDS AT THE REAR EXIT. PLEASE DO NOT EXIT FROM SMOKETOWN ROAD.**

**PLEASE DRIVE SLOWLY WHEN ENTERING AND EXITING THE GROUNDS.**