

Arrival/Dismissal Plan

2022-2023

ARRIVAL

Lower School Arrival:

Pre-K – 1st Grade

- Parents will enter the parking lot and turn right.
- Parents will pull to the designated spot in front of the Pre-school entry door near the playground.
- **No one will exit their car at any time unless instructed to do so by a staff member.**
- Once arriving at the entry door area, a staff member will assist the child from the car and into the building.

2nd Grade – 5th Grade

- Enter the parking lot and turn left, entering the **first lane closest to the building.**
- Pull to the designated spot in front of the CCA school entrance.
- **No one will exit their car 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 car to the cross walk and students will proceed to the building.
- Staff members will be in designated areas in the hallways to assist students in getting to classrooms.

Upper School Arrival

6th - 8th Grade

- Enter the parking lot 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 car at any time unless instructed to do so by a staff member.**
- Once arriving at drop off area at the crosswalk, students will be greeted by a staff member and may exit the car to the cross walk and then proceed to the building.
- Staff members will be in designated areas in the hallways to assist students in getting to classrooms.

9th - 12th Grade

- Enter the parking lot 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 car at any time unless instructed to do so by a staff member.**
- Once arriving at drop off area at the crosswalk, students will be greeted by a staff member and may exit the car to the cross walk and then proceed to the building.
- Staff members will be in designated areas in the hallways to assist students in getting to classrooms.
- **NOTE: All student drivers will follow the above procedures. Once arriving at the crosswalk, student drivers will be instructed to proceed to student parking.**

DISMISSAL

Lower School Dismissal

PreK – 1st Grade:

- Parents will arrive and come to the back of the building as they did for morning drop off.
- Preschool students are to use the lane nearest to the sidewalk.
- Student pick-up numbers should be **clearly displayed in the windshield.**
- **Cars without pick-up numbers displayed will have to park and have ID's checked before a child will be placed in the car.**
- When parents arrive, the dismissal team will call for the child and the child will be brought to the car.

2nd – 5th Grade:

- Parents will arrive and come to the front of the building.
- Each grade level has an assigned lane, with the youngest students being in the lane closest to the building and progressively working outward.
- Student pick-up numbers should be **clearly displayed in the windshield.**
- **Cars without pick-up numbers displayed will have to park and have ID's checked before a child will be placed in the car.**
- When parents arrive, the dismissal team will call for the child and the child will come to the parking lot and be escorted to their car.

*Note: Older siblings, when their number is called, will go to the classroom of their younger sibling and walk them outside.

Upper School Dismissal

**Upper school dismissal time is 3:15pm.*

- All parents will enter through the Smoketown Road entrance and turn left into the parking lot.
- All parents will pull 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.
 - 6th – 8th graders will be exiting the school from the school portico doors.
 - 9th – 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.
 - 9th – 12th graders will be exiting the school from the church portico doors.
- All cars will exit through the back entrance (Mall side).
- If you have more than one child in the school, please follow the plan for your oldest child.
- **Please note that students will not be allowed to get into a car that is not parked. All parents are expected to park in the assigned areas.**
- **Staff members will be outside to help you find the appropriate parking area. We thank you in advance for treating the staff with civility as they assist our students through a safe dismissal process.**