

# Arrival/Dismissal Plan

## 2023-2024

### ARRIVAL

#### Lower School PreK – 4<sup>th</sup> Grade 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.

##### 2<sup>nd</sup> Grade – 4<sup>th</sup> 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 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.

#### 5<sup>th</sup> Grade and Upper School Arrival

##### 5<sup>th</sup> Grade - 8<sup>th</sup> Grade

- Enter the parking lot and turn left, entering the **2<sup>nd</sup> 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 the drop-off area at the crosswalk, students will be greeted by a staff member and may exit the car to the crosswalk and then proceed to the building.
- Staff members will be in designated areas in the hallways to assist students in getting to classrooms.

##### 9<sup>th</sup> - 12<sup>th</sup> Grade

- Enter the parking lot and turn left, entering the **3<sup>rd</sup> 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 the drop-off area at the crosswalk, students will be greeted by a staff member and may exit the car to the crosswalk 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 – 1<sup>st</sup> 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.

#### 2<sup>nd</sup> – 5<sup>th</sup> 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.
- 2<sup>nd</sup> and 3<sup>rd</sup> grade are in the first lanes closest to the building. The 4<sup>th</sup> and 5<sup>th</sup> grades are in the middle lanes.
- 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

- 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:
  - 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>-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.
  - 6<sup>th</sup> – 8<sup>th</sup> graders will be exiting the school from the school portico doors.
  - 9<sup>th</sup> – 12<sup>th</sup>-grade parents will park in the parking spaces on the right (as you are facing the building) half of the parking lot in the farthest parking spaces from the door.
  - 9<sup>th</sup> – 12<sup>th</sup> 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.**