

CES Drop-Off/Pick-Up/Dismissal Procedures

The safety of our students is very important. Below you will find a summary of procedures. This is a numbered list to make it a little shorter and easier to read.

1. Place your child's sign on the dashboard or in the passenger window of your car every day. Holding it up or taping it will be greatly appreciated. Please remember you may purchase additional signs for \$2.
2. Please be patient in the drop-off and pick-up lines.
3. Do not get out of your car at either time—drop-off in the morning or pick-up in the afternoon. If you choose to get out of your vehicle, please park and walk up or across to drop off your child or pick him/her up. No one is allowed to park in the circle drives used for drop-off and pick-up.
4. Students will be loaded on the passenger side only.
5. At the second-grade circle, the crosswalks must be used when crossing the drive to ensure the safety of all students and drivers.
6. At the kinder/first grade circle, if you are walking up, you must enter where the crossing guard is and walk up the sidewalk. You, too, must have a sign in order to pick up your child.
7. Please refrain from using cell phones while in line to drop off or pick up. There is a state statute that states that drivers cannot use a cell phone in a school zone.
8. Please refrain from talking to the teacher during dismissal duty; instead ask for a parent conference when the teacher can give you her undivided attention.
9. You, of course, may choose to park across the street and walk up rather being in the vehicle line. You must have your child's sign and wait for the teacher to give you your child.
10. Parents, or other adults, cannot pull children from a bus line unless they come to the office and sign the child out of school.
11. All calls and notes to change a child's transportation will be verified. The elementary office will not accept "change-of-transportation" calls after 3 p.m.
12. All adults picking up a child must be on the child's emergency pick-up list.