

Caldwell Elementary School

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Erin Supak, Principal

Andrew Gandrud, Asst. Principal

Beverly Lilie, Counselor



Dear CES Families,

Welcome back! Morning and afternoon routines have stayed the same from last year. Below you will find information regarding morning drop off and afternoon pick up procedures. The safety of your children is our number one priority. We ask that you carefully review the procedures and make yourself familiar with them. Please be patient and understand that the first couple of days of school, traffic will move at a slower pace. As everyone becomes familiar with the process and settles into a routine, it will move more efficiently. Thank you in advance for your patience and cooperation to ensure the safest dismissal environment possible for our children and have a pleasant experience for you.

Sincerely,

Erin Supak, Principal

Morning Drop-off

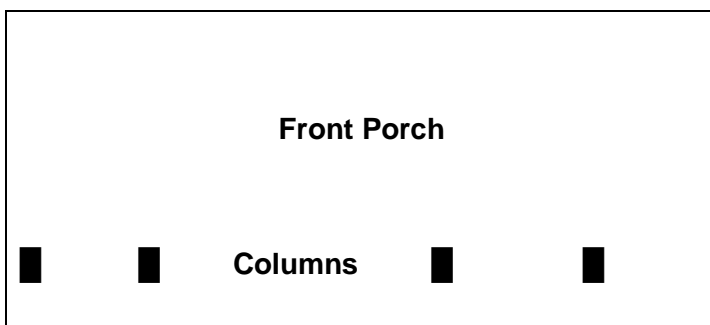
- Between 7:00 am and 7:30 am all students should be dropped off in front of the cafeteria.
- Beginning at 7:30 am, students may enter the front doors of the building.
- Students arriving after 8:00 am must be escorted by a parent into the office to receive a tardy pass.

DO'S:




- Parents need to stay in their cars
- Let your child exit the vehicle from the door closest to the sidewalk
- Pay attention to the person getting out in front of you and behind you
- Have your child ready to exit the car once you enter the campus drive

DON'T'S

- Pull car onto sidewalk
- Wait to be the first car before you allow your child to exit the car
- Stop to see that your child has entered the building



SIDEWALK

 Blue  Yellow  Red  Orange

STOP ↑

Car 1

↑

Car 2

↑

Car 3

↑

Car 4

↑

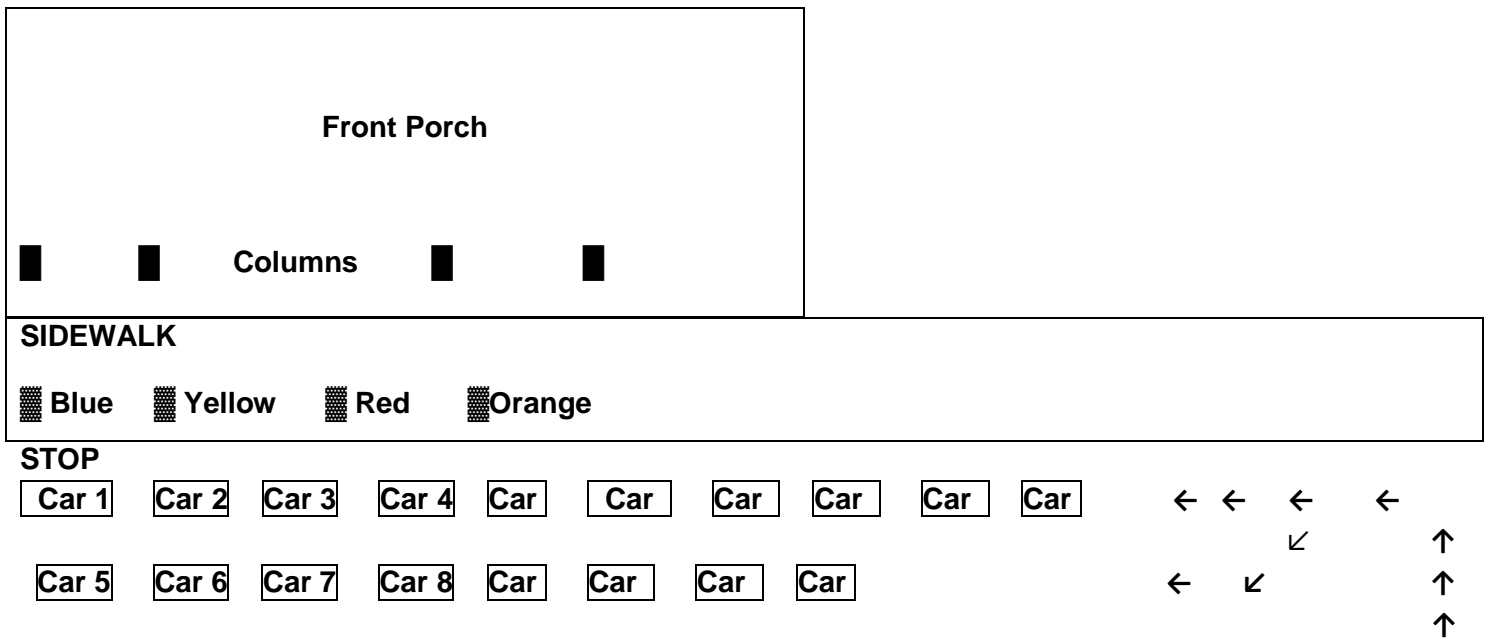
Car 5

Visitor Parking Lot

MAP NOT TO SCALE: Only the first 5 cars unload in the morning. Students must walk down the sidewalk to the front porch of the school and enter the front doors of the main building.

Afternoon Pick-up

- Do **not** line up for afternoon pick-up **before 3:15 pm**. Lining up earlier blocks the entryway to the campus and becomes a safety hazard.
- **Please stay in your vehicle.** Abandoned cars slow the entire process. We will deliver your child to your vehicle.
- All vehicles will form **two lanes of traffic** to pick up your children.
- As you enter the car rider line, please make sure to display your visor tag with your child's name or names on it. Teachers will send your child to a colored cone on top of the rocks out on the sidewalk. Please pull all the way up to the designated colored cone to pick-up your child.
Students will not be released to a vehicle that does not display the visor tag provided by the school. Parents will be asked to come into the office and display proper identification to pick up your student. Please understand this is for the safety of your children. If you lose a tag, please let us know, and we will happily provide another one for you.
- When your child is placed in your vehicle, if you are one of the 1st cars in lane 1 or 2 you may exit. Please exit slowly-children are present.
- **Please do not park your cars in the median, on the shoulders, or in between the parking lots.** Remain in the pick-up line. We do not want parents and students walking through traffic. Safety is our main concern.



Only 8 cars will load in the afternoon at one time.

Visitor Parking Lot
This map is not to scale