



CES Drop-off and Pick-up Procedures

1. When dropping off, please make sure your child is "ready" when pulling into school. Backpacks, lunches, water bottles, etc, should be in-hand as you pull up. Please make sure car seats are located on the passenger side of the vehicle for easy exiting.
2. **DO NOT** drop off students on Hillcrest Parkway. This is extremely dangerous and illegal. Consider leaving home a bit earlier to avoid this temptation.
3. When pulling through the drop-off or pick-up line, please pull all the way up as directed by yard duties to help traffic flow.
4. **DO NOT** park in the staff parking lot when dropping off or picking up your student. Yard supervisors cannot escort students across the drive-way and it isn't safe for students to cross into oncoming traffic. Please go through the drive-thru line or park and walk to meet your child.
5. If parking, please park in the lot at the left hand side of the school, under the solar panels or on the street. Handicapped parking is located under the solar panels. If parking in the lot, please wait a few minutes after dismissal to move your car until all walkers have left through the side YMCA Gate.
6. If you are meeting your child who is walking home from school and is in grades 1st-6th, please meet him/her at the Bus Gate on Hillcrest or the YMCA Gate, which is located on the far left hand side of the school, near the solar panel parking lot. The main Teal Gate located in the front of the school is for dismissal of students who will be picked up in the drive-thru line only. Please do not wait for your walking children at this gate. Our yard supervisors need to have a clear line of sight when dismissing children to their moving vehicles.
7. Walking TK and K students will be dismissed to waiting parents from the Kindergarten Gate on the right hand side of the school. For easier dismissal of our younger students, they will be brought to the gate a few minutes before the main bell rings at the end of the school day. Kindergarten students who will be picked up in the drive-thru lane will be escorted to the front of the school by Kindergarten staff.

Thank you for helping to keep all our children safe when entering and leaving our school.