

## **Arrival and Dismissal**

To ensure the safety of all students, we would like to remind you that arrival begins at 7:45 a.m. and dismissal begins at 3:05 p.m. for lower school students and upper school dismissal begins at 3:10 p.m. from their respective carlines. Carlines are located on the playground side of the building (lower school) and behind the gym (upper school). Our two designated carlines are supervised with adults and patrols to provide a safe and efficient way to pick up your student. Parents are not permitted to enter the building during arrival/dismissal times. Students will be dropped off in the two designated car lines only. Younger students will be helped to class by safety patrols and staff. Please note that CCA student drivers that have designated parking passes that permit them to park in the front gravel lot will enter the building using the glass double doors closest to the chapel/auditorium.

ALL STUDENTS will remain in the classroom until they are called for dismissal. Elementary carline will begin at 3:05. Students will stay in their classroom until called to the carline. Upper school carline will begin at 3:10. They will stay in their classroom until called to the carline. High school drivers will be dismissed by intercom announcement as a group at 3:15. If you have more than one CCA student in your family that you are dropping/picking up you need to use the youngest child's car line. For example, if you have a 4th grader and a 6th grader you can drop off/pick up together in the lower school car line.

-The circle drive located off Livingston Drive at door #1 (main entrance) is not to be used as another car line to drop off or pick up students. We ask for your support and continued assistance as we seek to keep all students safe as they arrive and depart CCA each day.

In addition to the information listed above, CCA is requiring all student drivers to follow the correct flow of traffic patterns as they arrive and depart campus each day. As a result, student drivers are required to exit through the lower school car line. No student driver will be permitted to drive against traffic arriving for car line. We are aware that speed and inattentiveness are also concerns for both student and parent drivers. As a result, we are asking for your help. Please talk with your student driver about the need to drive slowly and safely, especially while on the CCA campus. While in the carline, please do not be on your phone for the safety of everyone around you. We all must do our part to keep each other safe in the CCA parking lots and car lines.

## **Extended Day Pick-up**

Pick up for extended day students will be at door #1 and parents must come in person to pick up their student.

Thank you for your help and cooperation!

