

**CES Routines
for Arrival and Dismissal
2022-2023**

The safety of all children is the main goal of these routines. A couple of important things up front:

1. Do not pass on the hill. Stay in line at all times.
2. If you need to pick up your child early, we ask that you come to the office by 2:45 pm. Families arriving after that will be directed to the parent pick up line.
3. If you need to pick up your child early, please send a note in the morning.
4. Dismissal is staggered.

PK	3:00 pm	K	3:05 pm	1-4	3:10
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5. Please do not come to the school before 2:50 pm.
6. At dismissal time, members of a family will be dismissed together. So if a PK student has a 3rd grade sibling, the third grader will be dismissed with the PK student.

“The Vault” (used at arrival and dismissal time)

The word “vault” is used to describe our safety routine for cars that are unloading or loading students. How it goes....

- 4 vehicles will pull up to designated area.
- All vehicles will drop or load their children off on the right side of the vehicles
- Families will wait until given the signal by staff that all 4 vehicles can move.
- We will not give the signal until all vehicles have completed what they need to do.
- And the next four vehicles will come forward and repeat the process.
- The next four cars will pull forward and will follow the same routine until the task is complete.

Arrival—Designated Areas

Grade K-4 Large parking lot by gym; student exit out the right (8:05-8:20 am)

Grade PK Circle (8:30)

Dismissal—Designated Areas

Grade PK Circle

Grade K Circle (K families make a line at the top of the circle by the cones so that PK families can be picked up first)

Grades 1 – 4 Large parking lot by gym (follow the staff and the cones)

Identification

You will be asked for your license to identify yourself. Please be ready. If outdoor staff is unsure, you will be directed to move to a location so that the office staff can assist you. We will provide signs for the cars. Please display them on the passenger side visor.

Thank you!
CES Office