



Drop off Procedures

1. Enter CES through Village Square Drive. Make two lanes stopping at the baseball field.
2. CES staff will direct you to move forward to begin drop off procedures at 8:00 a.m.
3. Student will exit from the passenger side. Have student unbuckled and ready to exit.
4. Follow the staff directions. We will unload 6-7 cars at a time.
5. Student may exit as soon as the car is in park.
6. When the students exit safely, please leave promptly via HWY 60.
7. Drop off by 8:15 am if your student will need to eat breakfast.

Pick Up procedures- 3:35pm

1. Enter CES from Village Square Dr. (now back entrance).
2. Yellow pick up sign must be visible in front window mounted on visor.
3. Form 2 lines around the west side of the building proceeding to the stop sign. Follow the car in front of you.
4. Cell phone use in the pick-up line is prohibited for the safety of CES students and staff.
5. Students will be loaded into vehicles as soon as all 18 cars have come to a complete stop.
6. Exit HWY 60 once directed by CES staff.

Parents who must pick a child up before 3:35p.m. must report to the lobby by 3:15p.m. Students must be signed out and will be excused upon receipt of valid excuse. Pick-up procedures are in place for the safety and security of the children. Student safety will take priority over convenience of parent/guardian.

Parents/visitors/volunteers will not be allowed in the building after 3:25p.m. You will be asked to sign out and get in the pick-up line. We appreciate the time you give to the success of the students at CES and know that safety is your primary concern.