



CCA Arrival/Dismissal and Helpful Information

Arrival BEFORE 7:56 a.m.

- The single car line enters from Marietta Street, goes around the back parking lot using the right hand lane and drops off at the back of the school. **All morning drop off must be via Marietta Street.**
- Our policy states that student arrival begins at 7:15 a.m. If the staff is not on the curb, students should wait in their vehicle until school personnel are present. Do not leave until you see your child greeted by staff.
- Multipurpose room doors will remain unlocked until 8 a.m. **After 7:56 a.m. ALL students must be signed in at the front office.**

Arrival AFTER 7:56 a.m.

- If arriving after 7:56 a.m., please park in the front parking lot and escort your child to the office through the front doors. **After 7:56 a.m., you will need to enter via Cherokee Avenue.**
- When arriving late, please do not allow your child to walk into the school after without being escorted. Parents or guardians are expected to sign their child in on the office computer.
- Students entering the classroom after 8 a.m. will be counted tardy.

Dismissal

- Vehicles must have a name placard placed in front windshield in clear view when in the carline.
- The pick up car line follows the same route as the drop off.
- Do NOT use the front or side parking lots during pick up.
- Students must be picked up by 3:45 p.m.

Early Dismissal

- Early pick up for appointments should occur before 2:30 p.m. All students must be checked-out at the front office via Cherokee Avenue. **Early check-out after 2:30 is for emergency purposes only.**

Transportation Changes

- Transportation changes should be made through the office via phone before 2 p.m. Since teachers do not check emails until after 3:15 p.m., transportation changes via email will not be accepted.

Visitors

- Unfortunately, visitors are not permitted in the classrooms at this time.
- All teacher conferences must be scheduled ahead of time with your child's teacher.
- We do not transfer calls to the classroom during instructional time.

Website

- Homepage - <https://cherokee.educaton>