



Cumberland Academy Elementary

Student Drop-off and Pick-Up Procedures

Dear Parents:

Welcome to the 2018-2019 school year! We have the opportunity to provide our students with a separate Kindergarten building located just north of the main building. For safety purposes, we will be keeping the gates to the back of the building closed until 3:15, which includes the back drive and parking spots on the west side of the building. We will also be housing all students inside the building until the student is called for loading. **In order to keep our students safety a priority, we will not be able to accommodate “walk-ups” as a means to pick students up either in the front or the back of the building.** We appreciate your diligence when following all procedures for student drop-off and pick-up. Thank you for your cooperation.

Student Drop-Off

Student drop-off begins at 7:20 AM. There should be no expectation for building access or student supervision prior to 7:20 AM. Prior to 7:20 AM, students are the responsibility of parents/guardians. After 7:20 AM, the students will enter the building and wait in the cafeteria for their teacher to escort them to class.

Students may only be dropped off from the two lanes that are under the covered area (i.e., the two lanes that run along the front of the building). Students may NOT be dropped off from the parking lot.

It is extremely important that traffic is able to flow smoothly. Please help us by making sure your student(s) are ready to get out of the car when you stop in the drop-off area.

Student Pick-Up

All students will be let out of class and ready for pick-up at 3:15 PM. All cars will enter the driveway in the entrance on Chad St. on the East side of the building. The gates will not open until 3:15 PM to allow our students to cross safely into the main building.

All cars should keep the student car tags visible on the car dash for smooth traffic flow.

Students **with** siblings **on the Elementary campus** will be picked up in the front of the building, beginning at 3:15 PM.

Students **without** any siblings **on the Elementary campus** will be picked up behind the school by the gymnasium.

Students must be picked up BEFORE 3:45. Please make arrangements accordingly. In order to provide the proper supervision, all students not picked up by this time will be sent to EDP (extended day program) and will be charged the daily fee \$10 for this service. This fee must be paid to the front office in a timely manner.

No Elementary students will be allowed to walk to the Middle School, and no Middle School students will be allowed to walk to the Elementary school for car pickup.

No students will be called out of class past 3:00 PM. Please make arrangements for pickup accordingly.