

CP ARRIVAL AND DISMISSAL PROCEDURES

The Community Park School Building opens at 8:00 a.m. For safety reasons, please do not bring your children to school prior to 8:00 a.m. They cannot access the building until 8 and there is no supervision outside until 8. Parents do not accompany students into the building at drop-off between 8 and 8:25 am.

Morning Arrival

1. Driveway drop-off

When entering the school driveway, please drive the length of the driveway to the end of the building (close to the library entrance) and have your child enter at the **Main Entrance**.

Please have student(s) exit vehicles onto the sidewalk – NOT into the passing traffic lane. We request that students be dressed and prepared to enter the building at drop-off time, that students disembark as quickly as possible to prevent the drop-off line backing up onto Witherspoon Street. **Parents who wish to walk with students to the entrance and/or help them with coats, etc., should park in a parking space.** Cars should not be left unattended in the drop-off line. Please drop students and carefully exit the driveway - We appreciate your cooperation in this!

****If you are bypassing cars dropping students at the curb, you MUST drive slowly and carefully for the safety of our students, parents and staff!**

2: Walkers/Bikers

Walkers and bikers should enter the building at the Main Entrance. We strongly suggest bikes that are parked in the bike racks be locked.

3: Bus Riders

Buses drop students off on Witherspoon Street. Students will exit the bus and walk the sidewalk to the main entrance. Staff will be available to assist.

Dismissal (2:55 for Kindergarten, 3:00 for Grades 1-5)

If there is any change to your child's dismissal plan, we request 24-hour notice for safety reasons. Emails or calls to the school on the same day can result in confusion and anxiety for students. We cannot take direction from students regarding dismissal changes.

1. Car Line Dismissal:

Cars wait along the curb in the front driveway at dismissal time. At dismissal, car line students will be dismissed to the car line dismissal location, in the K wing of CP, where they will be supervised by staff.

Please display your child's LAST name in large letters using black marker on a sign on the passenger side dashboard. A staff member will walk the sidewalk and call for students by radio to come out to waiting cars. **Please do not "park" in the car line for a walker pickup.**

2. Bus Dismissal – bus riders will be guided by staff to buses at dismissal time.
3. YMCA After School Program: Students will be guided by staff members to the APR for the Y After School Program at dismissal time.
4. Walker Dismissal: Walker students will be picked up at assigned dismissal locations (see below).

2:55 pm – Kindergarten:	Nash & Aguilar at external playground door (E on map) Fairweather & Tanikawa-Brown at external playground door (F on map)
3:00 – Grades 1 & 2:	External Classroom Doors Fallas and Blejwas (Gr. 2) – External Doors, Front of Building (C & D on map) Hale, Rodriguez, Velasquez, Magnus (Gr. 1) - Rear of Building (enter through playground gate to G-I on map)
Grades 3-5:	Main Entrance – Figueroa-Toro, McDaniel, Czelusniak & Rodos Library Entrance – Charvet-Peña, Sowienski, Nagle & Mulrooney

