

**CCPS MAIL AND SMALL PARCEL COURIER SCHEDULE**

**OCT. 2018**

LOCATION	APPROX. ARRIVAL & DEPARTURE TIMES	TASK	FREQUENCY
ADMINISTRATIVE SERVICES CENTER	6:00 AM	Deliver & Pick Up	DAILY
G. W. CARVER CENTER, 1 <sup>ST</sup> STOP	6:20 AM	<b>Deliver:</b> School & Office Mail & Supplies <b>Pick Up:</b> U.S. Mail for Postage + School & Office Mail	DAILY
<b>EARLY RUN –</b> ELKTON HIGH, ELKTON MIDDLE, BOHEMIA MANOR MIDDLE/HIGH, CECILTON ELEM., CHESAPEAKE CITY ELEM., HOLLY HALL ELEM., THOMSON ESTATES ELEM., GILPIN MANOR ELEM., CECIL SCH. OF TECHNOLOGY, CECIL MANOR ELEM., PROVIDENCE SCH., CHERRY HILL MIDDLE, KENMORE ELEM., LEEDS ELEM.	6:35 AM TO 8:30 AM	<b>Deliver:</b> School & Office Mail & Supplies <b>Pick Up:</b> U.S. Mail for Postage + School & Office Mail	DAILY FOR ALL SCHOOLS
ADMINISTRATIVE SERVICES CENTER	8:40 AM	<b>Deliver to Print &amp; Distribution Services</b> U.S. Mail for Postage + School & Office Mail	DAILY
<b>U.S. MAIL IS PICKED UP AT ADMIN. SERVICES CTR.</b>	11:00 AM	<b>U.S. MAIL PICKED UP:</b> <b>All Mail from Carver Ctr. 1<sup>st</sup> Stop &amp; Early Run (same day) and Later Run &amp; Carver 2<sup>nd</sup> Stop (prior day) has Postage Added &amp; is Picked Up by the Post Office</b>	DAILY
<b>LATER RUN – (Includes Lunch Break)</b> ELK NECK ELEM., NORTH EAST HIGH, NORTH EAST ELEM., NORTH EAST MIDDLE, CHARLESTOWN ELEM., PERRYVILLE ELEM., PERRYVILLE MIDDLE, PERRYVILLE HIGH, BAINBRIDGE ELEM., CONOWINGO ELEM., RISING SUN ELEM., RISING SUN MIDDLE, CALVERT ELEM., RISING SUN HIGH, CESPA, CCEFCU, BAY VIEW ELEM.	9:25 AM TO 12:45 PM	<b>Deliver:</b> School & Office Mail & Supplies <b>Pick Up:</b> U.S. Mail for Postage + School & Office Mail	DAILY FOR ALL SCHOOLS
<b>G.W. CARVER CENTER 2<sup>ND</sup> STOP,</b> CECIL CO. LIBRARY, HEALTH DEPT., ETC.	1:00 PM	<b>Deliver:</b> School & Office Mail & Supplies <b>Pick Up:</b> U.S. Mail for Postage + School & Office Mail	DAILY TO CARVER CENTER
ADMINISTRATIVE SERVICES CENTER	2:00 PM	<b>Deliver to Print &amp; Distribution Services</b> U.S. Mail for Postage + School & Office Mail	DAILY