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2024-2025 TRANSPORTATION LETTER

Parent Pickup & Drop Off

6/25/2024

Dear Parents/Guardians,

Welcome to the CPCS Parking Lot and Transportation Information Communication! Please read this information carefully.

ARRIVAL:

Morning drop off is located in the top parking lot area near the blacktop with the same process as afternoon dismissal. **Drop off will begin at 8:00am, students who arrive at CPCS after 8:20am should be escorted to the main office after the first week.** Students should be in the building by 8:20am. After this, students will need to come into the main office for a late pass. You will **not** need a CarRiderPro placard for drop off.

Procedures:

- Follow the directions of staff in order to fill the lanes
- Have children ready to exit your vehicle promptly when given the thumbs up by staff
- Be courteous when opening doors as vehicles are in close proximity
- Show a thumbs up to staff when your student(s) have exited the vehicle
- Follow the directions of the staff member to safely exit the property (via Tower Lane or Front exit of CPCS)

We want to continue to streamline and make morning drop off safe and efficient and are expecting delays the first week. ***PLEASE exercise caution, grace and patience as we adjust our process to keep kids safe and cars moving.*** The parent [drop off/pickup diagram](#) is linked as well as available on our website.

Buses will park in the front of the cafe and dismiss students into the building at 8:15. No vehicles should pass the parked buses, please wait until they are clear from the lot to proceed to the front of the building.

DISMISSAL: Begins at 2:50 and car line ends at 3:15

CPCS utilizes the CarRiderPro vehicle placard program for parent pick up at dismissal, as well as bus transportation for those who live within the [CPCS Boundaried District](#) (map available on website).

*****Please note***** If you reside within the boundaried district, you may request a bus stop within that district through the SMCPS [transportation website](#). If you reside outside of that district, you must transport your child

to/from school daily. Our goal is to run dismissal as smoothly as possible without compromising safety. Our dismissal plan is as follows:

- Families who pick up students in the **car line must have a placard displayed on your rearview mirror and/or the dashboard area with the family number facing out** so it can easily be read by our staff and the tag reader and follow the traffic flow and process.
- **Buses** will leave as they are loaded from the front of the building facing Great Mills Road outside the café doors and have preference to exit the lot as always.
- NO Students will be signed out from the main office between 2:30-3:15pm.

The same placards are used from year-to-year - Only NEW CPCS families (or new to being a car rider) will be given placards unless otherwise indicated. Anyone requesting more than two original placards or requesting a replacement placard will be charged a \$5 fee/placard. The placard request form is [here](#). Distribution of placards occurs at open house. It is your responsibility to provide any authorized pick up individuals with your placard as your child(ren) will be released to anyone who displays your placard in their car.

Families remaining at CPCS should keep these placards for the entirety of their years at CPCS. DO NOT throw them away!

If you have an emergency situation, or someone is picking up a student who does not have a placard in the car, please contact the main office.

No vehicles should park in any parking spaces directly in front of the office doors at morning drop off prior to 8:20 or dismissal between 2:30-3:15.

*Please make sure that anyone who is authorized to pick up your child(ren) is aware of these changes. Thank you all for your understanding and support.

SAFETY REMINDERS:

- Please make sure that children are ready to exit your vehicle promptly once all 20 cars are loaded and you are given the thumbs up from staff prior to exiting the vehicle.
- In order for students to be picked up in the parent pick-up line, the driver **must** have a Car Rider Pro placard displayed in the window.
- When dismissal begins, please wait in your car for students. This will allow us to maintain a steady flow. Please do not arrive more than 30 minutes before dismissal to pick up your child in the car line. Pay attention to the dismissal diagram of where cars may stack in the parking lot.
- All students will enter their cars in the car holding area via the sidewalk near the flagpole.
- Please do not drive around other cars in the line unless directed by school personnel.
- **Vehicles without student placards, will be required to sign their child(ren) out from the main office.** These parents will need to park and wait outside until the dismissal line ends, and your child will be walked to your car. Be prepared to show photo identification.