

Campbellsville Elementary



Parent Drop-Off & Pick-Up Procedures

Parent Drop-Off Information

- Begins at 7:15am at the side entrance closest to Martin Luther King Blvd
- Parents will enter the drop-off line using Clem Haskins Blvd
- Doors will close at 8:00am
- Anyone who arrives after 8:00am, will have to walk their child in through the front doors and sign them in
 - Must be 18 or older to sign a child in
- Students arriving after 8:00am will be counted tardy

Transportation Changes

- Written documentation must be provided for any transportation changes
 - Documentation can be in the form of written notes sent with the student or emailed to **notes@cville.kyschools.us** before **1:00pm**
 - All changes must go through the front office. Please do not send messages to the classroom teacher!

Parent Pick-Up Information

- Parents may enter the parent pick-up line starting at 2:30pm
 - Please refrain from entering the line prior to 2:30pm. The pick-up tags will not register before this time and preschool dismisses at 2:00pm
 - Parent pick-up will begin daily at 2:50pm
 - Pick-up tags for new students will be given out at Open House, with the first tag being free to all families
 - Additional tags are available for \$5
 - If families already have a tag, it will remain active while the student is still enrolled at CES
 - If parents/guardians have multiple students in our building, they can all be linked to the same tag
- Students will not be released at pick-up to parents/guardians walking up to the building. If a parent/guardian needs to sign their student(s) out early (for appointments, sickness, etc.), they must do so in the front office using a valid driver's license *before 2:45 p.m.* **After 2:45 p.m., parents must either go through the parent pick-up line or wait in the front lobby until the regular dismissal process is over to pick up their student.**

Please know your child's safety is our top priority.