



CCA Arrival/Dismissal and Helpful Information

Arrival BEFORE 8 a.m.

- The single car line enters from Marietta Street, goes around the back parking lot using the right hand lane and drops off at the back of the school. **All morning drop off must be via Marietta Street.**
- Our policy states that student arrival begins at 7:30 a.m. If the staff is not on the curb, students should wait in their vehicle until school personnel are present. Do not leave until you see your child greeted by staff.
- Multipurpose room doors will remain unlocked until 8 a.m. **After 8 a.m. ALL students must be signed in at the front office.**
- **If you would rather walk your child to the multi-purpose room in the morning, please park in the Building B parking lot ONLY. Do NOT use Building A's front or side parking lots.**

Arrival AFTER 8 a.m.

- If arriving after 8 a.m., please park in the front parking lot and escort your child to the office through the front doors. **After 8 a.m., you will have to enter via Cherokee Avenue.**
- Do not allow your child to walk into the school after 8 a.m. without being escorted. Parents or guardians are expected to sign their child in on the office computer.
- Students arriving after 8 a.m. will be counted tardy.

Dismissal

- Vehicles must have a name placard placed in front windshield in clear view when in the carline.
- The pick up car line follows the same route as the drop off.
- You may park in the Building B parking lot and walk to the multi-purpose room to pick up.
- Do NOT use the front or side parking lots during pick up.
- Students must be picked up by 3:30 p.m.

Early Dismissal

- Early pick up for appointments must occur before 2:30 p.m. All Early Pick up or visitation after 8 a.m. and before 2:30 p.m. must be done at the front office via Cherokee Avenue. **We strongly discourage early check-out after 2:30.**

Transportation Changes

- Changes have to be made through the office via phone before 2 p.m. Because teachers do not check emails until after 3:15 p.m., transportation changes via email will not be accepted.

Visitors

- All visitors from 7:30 a.m - 3:40 p.m. must use the front entrance and check in through the office computer to receive a visitor's badge.
- All teacher conferences must be scheduled ahead of time with your child's teacher. We do not transfer calls to the classroom during instructional time.

Website

- Homepage - <https://cherokee.educaton>