



Community School

Drop-off and Pick-up Procedures

2023 – 2024

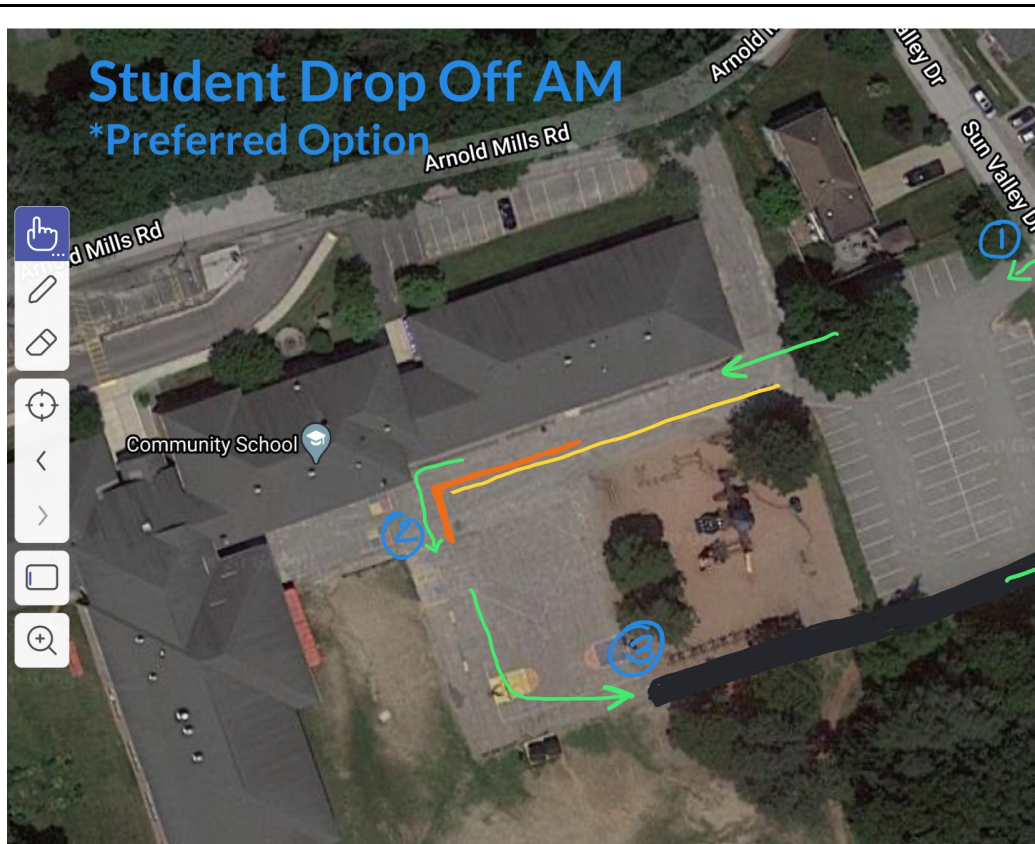
Arrival (Diagram on back of sheet)

- Parents dropping students off in the morning by car (between 9:00 and 9:15) must proceed to Sun Valley Drive. All cars are to enter Sun Valley Drive through side streets off Abbott Run Valley Road. **Arnold Mills Road is not accessible due to increased bus traffic and emergency vehicles.** Cars will be allowed to enter the parking lot at 8:56 and make a loop on the paved road. The lot will be closed prior to 8:56. Please be careful not to block driveways and please do not park on neighbor's lawns.
- Children can exit the vehicle once you are in front of the cafeteria and as indicated by staff members on duty. Please be sure that your child **exits the vehicle from the passenger side only** and does not walk in front of vehicles. Please do not pass other cars in line. This is a "stop and go" process, so please be sure that your child is ready upon approach to the designated drop off area. Please do not park or get out of your vehicle. **If your child is unable to exit the vehicle independently (child locks/car seats, etc.), please park on a side street and walk him/her to the cafeteria doors, near the basketball court.** Once your child has exited the vehicle, please complete the loop and exit on Sun Valley Drive **to the right. Cars should not be taking a left hand turn.**
- Parents walking students to school should park on side streets, avoiding Sun Valley Drive due to drop-off traffic. Your child may be dropped off at the doors of the cafeteria near the basketball court.
- During regular arrival and dismissal times, no students should be dropped off or picked up using the front entrance to the building, with the exception of those arriving after 9:15 or picked up prior to 3:40. Parents will buzz the Office. Once the building secretary has verbally greeted the parent via intercom, only the student will enter the building, then come to the Office for a tardy slip.

Dismissal

- No parking will be permitted in the faculty lot, recess yard, or other designated "No Parking" areas, including the side of the building.
- Parents picking students up in the afternoon will park on neighborhood streets and proceed to the Music Room door (This door is in the new building. It is a single door, beyond the shade structure and closest to the older building.) A faculty member will take your name and the name of your child. After that, please walk forward toward the double doors of the cafeteria. Your child will be released from the double doors once your tags and theirs have been verified.
- Walker Tags are being provided and are to be used when coming to school to dismiss your child. Please place your child's dismissal tag on his/her backpack and keep one for yourself. Parents have found it beneficial to save a photo of their student's ID tag on their phone.
- Approved "Special Walkers" will be released without a parent at 3:38 pm. You will be asked to sign a release verifying your understanding that students are not supervised once they are dismissed.
- **Early dismissal:** Parents will be screened at the front door to ensure that the parent has the right to receive the child. Once this is confirmed and the parent has signed for dismissal, your student will be called to the foyer. **You will be asked for a photo ID.**
- **Sick dismissal:** Parents will be screened at the front door to ensure that the parent has the right to receive the child. Once this is confirmed and the parent has signed for dismissal, your student will be escorted to you. **You will be asked for a photo ID.**
- **Parking at school:**
 - **The rear lot is for faculty parking only.**
 - **Staff and police parking spots are designated in front of the school. Please do not park in these spots.**
 - **Handicapped spaces and short term visitor parking is available in front of the school in indicated areas.**
 - **NO PARKING is permitted in FIRE LANES, i.e., Arnold Mills Road, the circular drive at the main entrance and the east side of the school.**
 - **Circular drive at the main entrance is restricted to permit school buses only.**

Thank you for adhering to these procedures, which were developed in cooperation with the Cumberland Police Department. Safety of our students is always our top priority.



Student Morning Drop off
*****Please note that this aerial view is pre-construction.**

1. Cones removed and parents allowed to enter Sun Valley Drive entrance at 8:56 AM.

Note: Parents will line up on Sun Valley Drive, entering through the neighborhood and NOT Arnold Mills Road. As you are waiting, please do not block driveways or drive onto neighbor's property. This is a single lane of traffic only.

Vehicles will not be allowed to enter Sun Valley Drive from Arnold Mills Road from 8:00-9:30 AM and 2:00-4:00 PM.

2. Parents drive forward until they reach the sidewalk areas in front of the new cafeteria building. This is a "stop and go" drop off. Students should be on the passenger side of the vehicle and ready to exit. Please do not park or allow students to cross in front of cars. This is one lane of traffic. Please do not pass other cars.

3. Parents will follow the road and exit to the right on Sun Valley Drive.