

### **A.M. Drop-off Procedure for Pre-K**

In the morning, only Pre-K students should be dropped off at the northeast parking lot (the side of the building closest to Eddie Moore Sports Park.) CES doors will open at 7:25 a.m. CES staff will monitor students as they enter the building.

### **A.M. Drop-off Procedure for Kindergarten**

In the morning, kindergarten students should be dropped off at the southwest parking lot (the gym side of the building.) CES doors will open at 7:25 a.m. CES staff will monitor students as they enter the building.

### **P.M. Pick-up Procedure for Pre-K and Kindergarten**

Pre-K parents will form a line at the Eddie Moore Sports Park in front of the yellow Pre-K sign. Parents will wait for signal from CES staff (yellow Pre-K sign will be raised) before proceeding into the northeast CES parking lot. Parents will be signaled to proceed after CES buses have loaded students and have pulled away from the building.

Kindergarten parents will form a line at the Eddie Moore Sports Park in front of the red kindergarten sign. Parents will wait for signal (red kindergarten sign will be raised) from CES staff before proceeding into the northeast CES parking lot. Parents will be signaled to proceed after all Pre-K students have been loaded into their vehicles.

Pre-K and Kindergarten students that have older siblings will be taken to the older sibling's classroom by CES staff and will dismiss on the southwest side (the gym side) of the building with 1st and 2nd grade students.

Please remain inside your vehicle during pick-up time. Walk ups are not permitted.

Thank you for your support in making drop-off and pick-up a safe process for your child.