

**A.M. Drop-off Procedure for 1st and 2nd Grade**

In the morning, 1st and 2nd grade 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 1st Grade**

In the afternoon, 1st grade parents will pull in the southwest parking lot (gym side of the building) and immediately turn left to form a line for picking up students. Follow the 1st grade signs in the parking lot.

**P.M. Pick-up Procedure for 2nd Grade**

In the afternoon, 2nd grade parents will pull in the southwest parking lot and continue straight back towards the gym to pick up 2nd grade students. Follow the 2nd grade signs in the parking lot.

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.