

CCS Parking Lot Construction Procedures

EFFECTIVE BEGINNING MAY 15TH

OVERVIEW

CCS Parking Lot Status

The CCS main parking lot is CLOSED to all parents and visitors.

The lot areas are reserved for:

- School buses
- CCS staff (parking in the side or back lot)
- Approved exemption vehicles only

Approved Vehicle Access

The following vehicles may enter the CCS parking areas:

- School buses
- CCS staff vehicles (directed to the side or back lot)
- Vehicles with an approved CCS exemption pass

Exemption Passes

Exemption passes may be issued for:

- Preschool families
- Medical needs
- Other principal-approved circumstances

Requirements:

- Principal approval is required
- Passes must be visibly displayed on the vehicle dashboard at all times
- Unauthorized vehicles will be redirected to Ebenezer parking

EXPECTATIONS FOR ALL FAMILIES

Parking Location

All parents, guardians, family members, babysitters, daycare providers, and guests must:

Park at Ebenezer during:

- Morning drop off
- Afternoon pick up
- School hours
- Extracurricular events

Communication with Alternate Pick-Up Adults

Parents are responsible for communicating all procedures with alternate pickup adults.

SCHOOL HOURS PROCEDURES

During the School Day

The CCS parking lot remains CLOSED during all school hours.

Parent Volunteers & Guests

All volunteers and guests must:

- Park at Ebenezer
- Walk to the school entrance

Early Pick-Ups / Late Drop-Offs

If dropping off after 8:35 AM or picking up before 3:15 PM:

Parents must either:

1. Park at Ebenezer and walk into the school to sign students in/out

OR

1. Call the office and:
 - Sign students out online
 - Have the student walk to meet them at the parking lot entrance/Ebenezer area

Bus Lane Use

The bus lane may only be used:

- By school buses
- With prior approval from the school office

MORNING DROP-OFF PROCEDURES

Supervision Times

Morning supervision has been temporarily extended to stagger and traffic reduce congestion.

Parents have the option to drop students off earlier for this time.

New Supervision Window

Supervision begins: 8:00 AM

Students begin to enter school: 8:20 AM

Warning bell: 8:30 AM

School start time: 8:35 AM

Supervising Staff

- Mrs. Haugan
- Mrs. Hennink
- Additional assigned staff during devotion days

Parent Drop-Off Instructions

1. Parents park at Ebenezer
2. Students walk to the park area
3. Students remain in the designated supervised area until 8:20 AM
4. Students then proceed into the school once the bell rings

AFTERNOON PICK-UP PROCEDURES

K-6 Student Pick-Up

TEACHER RESPONSIBILITIES

Teachers teaching the final block of the day for K-6 classes must:

- Walk students outside at dismissal
- Bring students directly to their assigned grade-level pylon
- Remain with students until parent pick-up begins

PYLON SYSTEM

- Grade-level pylons will be placed near the tree line, grade number clearly indicated

- Each pylon will be clearly labeled by grade

PARENT EXPECTATIONS

Parents/guardians of K-6 students are **REQUIRED** to:

- Park at Ebenezer
- Walk to the designated pylon
- Physically pick up their child

Students will NOT be released to:

- Waiting vehicles
- Parking lot calls/waves

LATE PICK-UPS

- Pick-up is at 3:20. Students not picked up by 3:20 PM will return to the CCS office with supervisors
- Parents arriving after 3:20 PM must still park at Ebenezer and walk to the office to pick up their child

Junior High Student Pick-Up

STUDENT RELEASE

Junior high students:

- Will be released independently
- May NOT be dismissed from inside the school before 3:15 PM
- Must remain inside until the dismissal bell

EXTRACURRICULAR ACTIVITIES

For all after-school events, practices, clubs, and extracurricular activities:

- Families must park at Ebenezer
- CCS parking lot remains closed unless otherwise approved