



CPS STUDENT HANDBOOK

2023-24

VERY IMPORTANT INFORMATION



School Hours: 7 am – 2:20 pm

Morning Arrival:

- Students may be dropped off in designated areas between 7:00 – 7:30 am.
- Designated areas are:
 - Pre-K, Kindergarten, and older siblings – drop off at the PreK/K entrance.
 - 1st – 3rd grade students – dropped off at the front entrance
 - Parking and walking your students in are NOT allowed. Exceptions to this rule are nurse visit/medicine drop off, change of transportation/address with office, or attending a student event such as Character Kid breakfast.
 - Late Arrivals – Parents must sign their child into their designated office for safety reasons.

Afternoon Dismissal:

- Afternoon **car dismissal** begins at 2:15 and will end by 2:40 pm.
- You **MUST** have your car tag to be able to get your student from the car rider line. Students will NOT be released without the appropriate cars tags of the students they are picking up. If you do not have your tag, you will be asked to park and go into the front office to get your student.
- **Bus riders** – you must be at the stop to pick up Pre-K through 2nd grade students. If a designated person on the pick-up list is not at the stop, your child will be returned to CPS, and sent to the ASP (After School Program) program with a \$10 fee.

Change of Transportation:

- Parents must send a note to change transportation or come by the school.
- We **CANNOT** accept transportation changes through phone calls, emails, or faxes.

Lunch Visitors:

- Lunch visitors may begin after Labor Day. Visitors may visit Monday – Thursday, but no lunch visitors on Fridays, please!
- We can accept forgotten lunchboxes at the front offices, but we **CANNOT** accept food deliveries for students (ex: door dash).
- No birthday goodies or treats can be brought to lunch.
- Visitors may sit with their child(ren) or family members, but they **CANNOT** invite extra friends to sit at the table with them.

Medications:

- Any medication used by students **MUST** be turned into the school nurse a parent/guardian in the original container and the appropriate paperwork must be filled out.

TO SEE THE COMPLETE STUDENT HANDBOOK, PLEASE USE THE BELOW QR CODE:

