



September 6, 2016

Dear CCSL Parents/Guardians:

In an effort to streamline the parent pickup dismissal routine, we are creating parent pickup stations for students to gather outside. Our goal is to make it easier for parents to find their child(ren) during the pickup portion of dismissal after the buses have left.

Students will be organized into the following stations:

- KG students will gather in the circle sidewalk area immediately to their left upon exiting the main doors (this will be to parents' immediate right of the main doors).
- The rest of the grade levels will line up along the black fencing, closest to the building) that lines the bus lane. We will start with grade 1, which will be closest to the main entrance, and then 2nd grade, 3rd, 4th, 5th and 6th in succession. The sixth grade pickup station will be closest to the crosswalk, closest to their classrooms.
- I am asking parents with multiple children to have their older child(ren) move to their younger child(ren)'s pickup station to facilitate parent picking up all of their children at once.

We will have signs posted or held, and students will be led to their designated pickup station by their teacher.

Thank you for your collaboration.

Best,

Frederick Randall