

*Dear Cougar Families:*

*We are excited to welcome all of our Kingsway Cougar Leaders to the start of a new school year. As always, student safety is our top priority. This letter describes the procedures for Parent Drop-off (PDO) in the mornings and Parent Pick-Up (PPU), bus riders, and walkers in the morning and afternoon. As a reminder, all students should arrive to school with their CCPS ID badge. This is a part of the student dress code; all students are required to wear their CCPS ID badge, daily. We want the arrival and dismissal to be a positive and safe experience for all cougar leaders. Please adhere to the following procedures:*

Listed below are the procedures for Parent Drop-off (PDO) in the mornings:

- All vehicles should enter the Parent PDO line from Westbound Quasar (from Loveland Blvd) and turn right into our parking lot. There is no left turn permitted into our parking lot during arrival and dismissal times. These times are posted and monitored by our SRO.
- We recommend that students in grades K-5th exit their cars and walk to the building by themselves to gain independence.
- Students that are needed to be escorted into the building by an adult, please pull forward to the front of the line. The first white pole will have a red heart on it. We will have adults located at the red heart to help your child out of the vehicle and escort them into our building. REMINDER: Please do not let your child out of the car until an adult is at the pole when in the heart zone.
- Please be aware of all surroundings when you're in the PDO traffic line. We have many procedures taking place as students arrive. Please be safe, patient, and courteous as you travel on our campus. Cell phones should not be in use while you are in the line.
- At no time should any parent drop their child off on either of our side roads or the bus ramp. All students who are brought to school by their parent must be dropped off in our Parent Drop-Off line between 8:00am and 8:35am (Students are tardy if they are not in their classrooms by 8:40am)
- Late arrivals will need a parent to walk them into the building.

Dismissal in the afternoon:

- Please note that in an effort to decrease classroom interruptions, *no early dismiss*

