Celina Primary School

**Arrival at School in the morning:**

* Bus Students: Buses will arrive at CPS between 8:15am each morning. When your child’s bus arrives, he/she may enter the front doors of the building and either go straight to the cafeteria for breakfast or to his/her classroom.
* Car Riders / Walkers:
	+ Please do not arrive before 8:15. Students arriving before 8:15 will have to wait outside of the doors, while having parent supervision.
	+ At 8:15am, students may enter the building at any of the GRADE LEVEL “labeled” doors (Kindergarten, First Grade, Second Grade) which are on the backside of the building or the back OFFICE door and go directly to their classrooms.
* NO CARS should enter the front drive of the school building until after 8:45am.
* When dropping off children at school, please do NOT park in the fire lane and exit your vehicle. Please use the left lane to drive around to the area of the building where you will drop your child off. Carefully, merge to the right lane to drop off your child and then merge back to the left lane to continue on around the building.
* If you need to park and exit your vehicle, please use the Guest Parking lot located in the back of the school building.

**Dismissal of Students in the afternoon:**

* All car traffic MUST flow around the backside of Celina Primary School. There should not be any cars in the front driveway until after 3:45pm.
* Buses: All buses will dismiss CPS at 3:15.
* Walkers / Car Riders: We will dismiss these students at 3:10pm. If there is a child that needs to wait on a parent or older sibling, we will hold them until they arrive at CPS. Teachers will walk out with their students near the door that is labeled with their grade level - this is where you will pick them up.
* NO CARS should enter the front drive of the school building until after 3:45pm.
* When picking up children at school, please do NOT park in the fire lane and exit your vehicle. Please use the left lane to drive around to the area of the building where you will pick up your child. Carefully, merge to the right lane to get your child and then merge back to the left lane to continue on around the building.

Please remember to drive CAREFULLY around the building. Please do NOT use your cell phone while you are driving on school property.

On the first day of school, parents may walk their children to the classrooms. After that, we ask that parents allow their children to enter the building on their own. There will be staff members in the hallways assisting children to their correct rooms until the children can do it on their own. If you choose to walk your child to their classroom, please park in the back of the building in the Visitor’s parking lot.

If you have specific bus questions, please contact Kim Sutter at the Celina Bus Garage at 419-586-8300 ext. 3400. If you have other questions about arrival/dismissal, please contact the CPS office at 419-586-8300 ext. 2500. You can also talk specifically to your child’s teacher to work out individual situations.

We appreciate your patience and flexibility as we enter the new school year. Times may need to be adjusted by a few minutes!