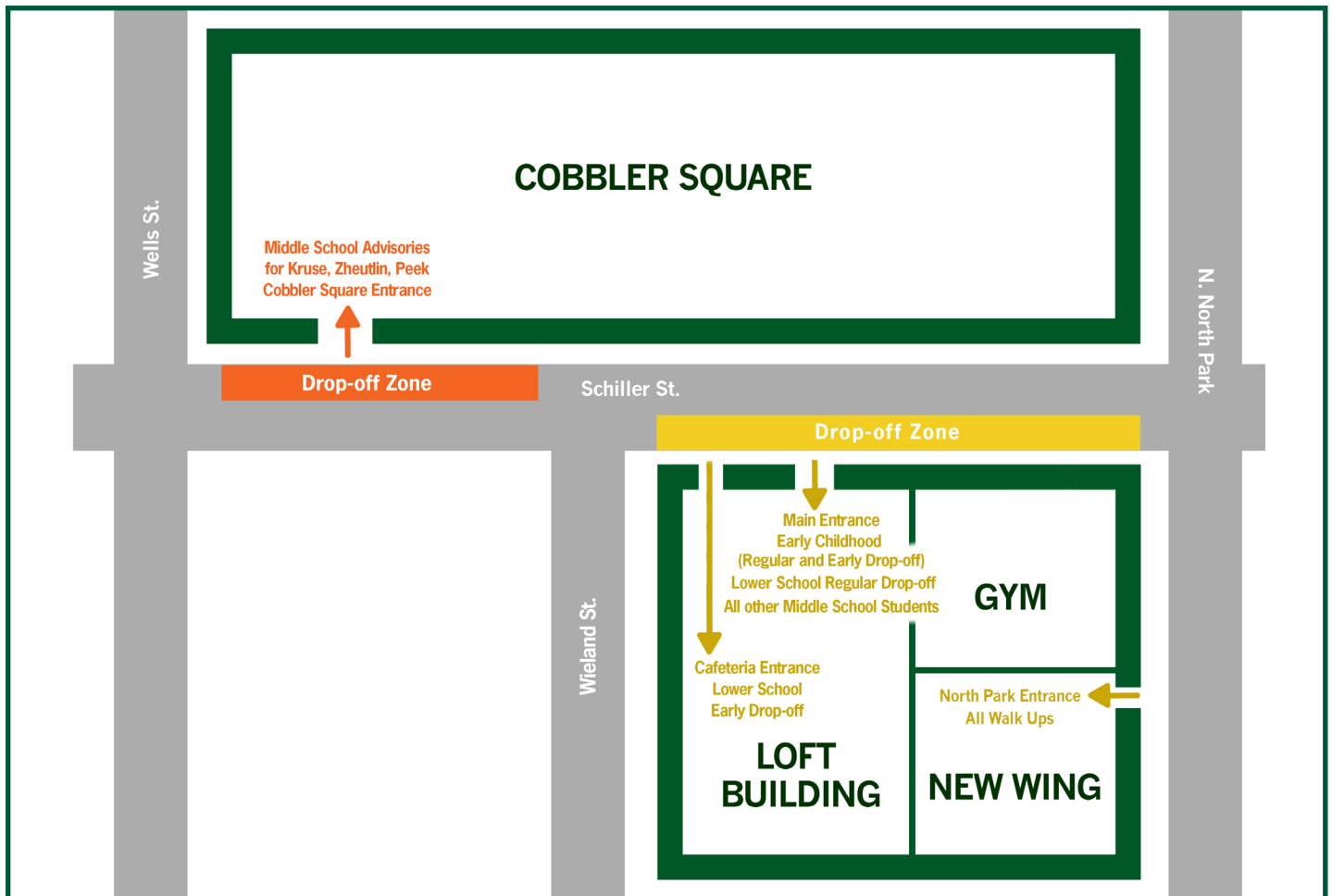


## ARRIVALS



**Arrival windows are as follows:**

- 7:45-8:00 a.m. - Middle School and Early Drop-off (details below, pre registration required)
- 8:00-8:15 a.m. – Early Childhood and Lower School

If you have more than one child at the school across multiple divisions, drop your children off during your oldest child’s drop-off window and register for Early Drop-Off. For example, if you have a child in Senior Kindergarten and a child in 5th Grade, drop them both off between 7:45-8:00 a.m. Alternatively, you may drop off your oldest child first, and then circle the block or stage elsewhere until it’s time to drop off your younger child(ren).

**Entrance locations are as follows:**

- Walkups (regardless of grade) – North Park Entrance
- Early Childhood (Regular and Early Drop-off) – Main Entrance
- Lower School Early Drop-off – Cafeteria Entrance
- Lower School Regular Drop-off – Main Entrance
- Middle School Advisories for Kruse, Zheutlin, Peek – Cobbler Square Entrance
- All other Middle School Students – Main Entrance

The south side of Schiller Street is used only for the following Middle School Advisories: Kruse, Zheutlin, and Peek. Drop-off occurs between Wieland and Wells Streets

(drop-off zone) for students in these advisories, and vehicles should pull up as close to the Wieland intersection as possible before unloading. Students will report directly to their advisors in the Cobbler Square building. Access to the space is through the double doors on Schiller, near the Schiller and Wells intersection. School personnel will be positioned by the doors and on the sidewalk to direct students. If you have a student in one of these advisories and one or more students in another grade, please drop off at the Main Campus using the drop-off lane on the north side of Schiller. School personnel will be positioned at the Wieland and Schiller intersection to facilitate street crossings for those students.

The north side of Schiller Street is used as the drop-off lane for all other students. Drop-off occurs between North Park and Wieland (drop-off zone), and vehicles will be directed to pull forward as far as possible before unloading. School personnel will be positioned on the sidewalk to welcome children and escort them to their entrance if they need assistance.

We ask that you be patient and follow directions from traffic control and school personnel. For the safety of students and school personnel, all students should exit the vehicle on the curbside only. Parents/guardians will not be permitted to exit their vehicles or accompany children into the building. Both sides of Schiller are drop-off only lanes, meaning there is no standing traffic or parking allowed anywhere on either side of Schiller from Wells to North Park. Drop-off is not permitted anywhere other than the designated drop-off zones.

### **EARLY CHILDHOOD DROP-OFF: BEGINNING OF THE YEAR/SPECIAL DAYS**

To help with a smooth transition at the beginning of the school year, the Early Childhood team welcomes families to walk into the building through the Main Entrance with their child for the first three weeks of school and drop off at your child's classroom door. We ask that you allow your child the autonomy to say good-bye at the door and allow the teachers to help your child get settled for the day.

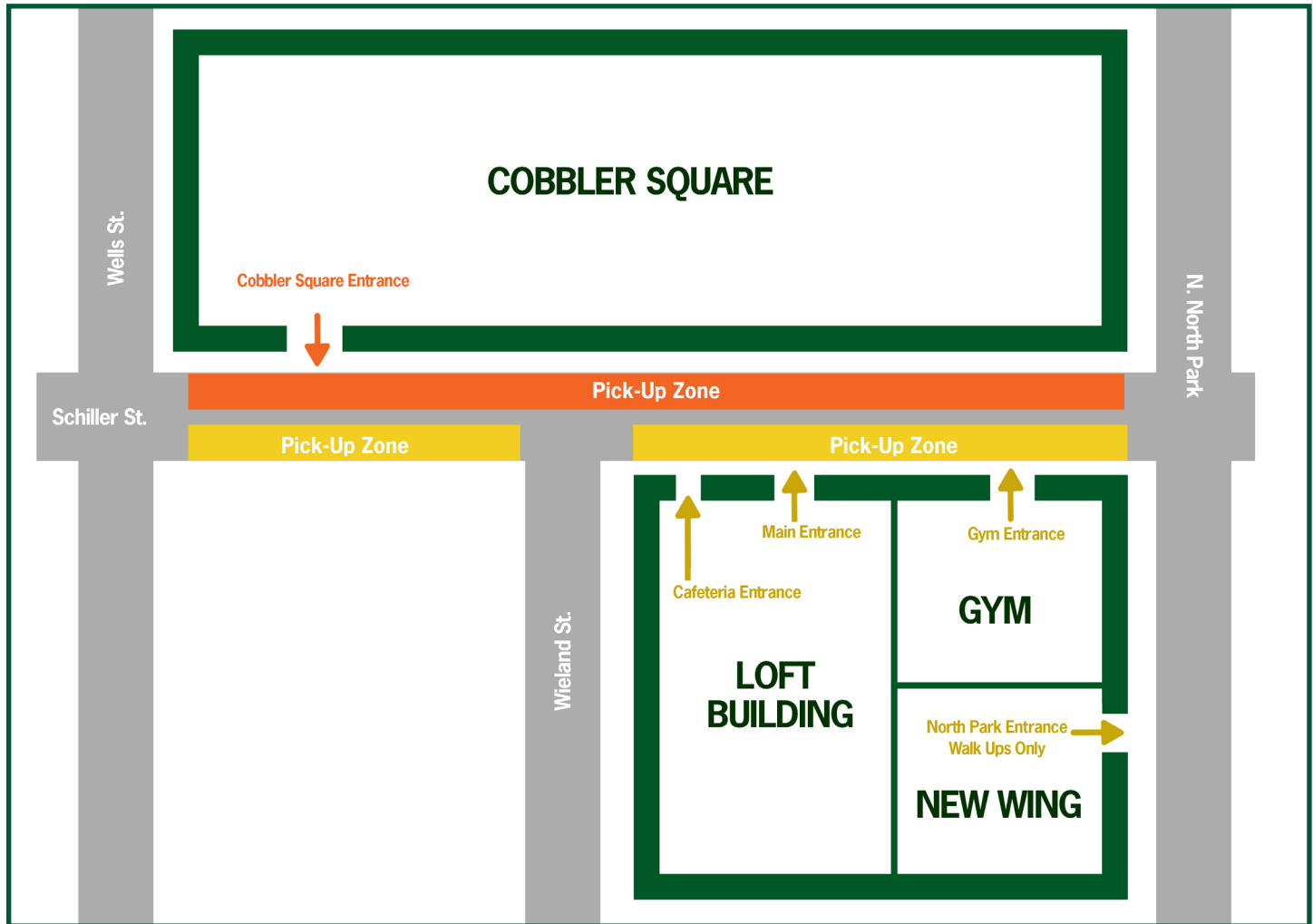
After the first three weeks, we will offer special days that you might come into the building, such as morning Library or parent coffees. These days provide the opportunity to get to know your teachers and community. Please note, parents entering the school will be required to check in at the Security Desk using our Visitor Aware check-in system.

### **EARLY DROP-OFF**

The building officially opens at 7:45 a.m. Early Childhood and Lower School families that require early drop-off may sign up to drop their children off at school between 7:45-8:00 a.m. We ask that families in need of this service sign up at the beginning of the school year and commit to the drop-off window for the entire school year (registration will be made available prior to the first day of school). Upon arrival, all students will report to a holding room with proper supervision. Classroom doors will open at 8:00 a.m. No students are permitted to be on campus prior to 7:45 a.m., as proper supervision is not available.

# COOK Drop-Off and Pick-Up

## DISMISSALS



### PRESCHOOL HALF-DAY DISMISSAL PROCEDURES

Preschool Half-Day students will be dismissed from the Main Schiller Street Entrance at 11:50 a.m. Families are provided with a color-coded dismissal placard. Preschool Half-Day placards are green and coded with "PS-AM." Students will wait inside their classroom and be dismissed from the Schiller Street entrance to parents/guardians, who will need to show the dismissal placard. We ask that parents/guardians wait outside the school to pick up children from Preschool Half-Day.

Please make sure all caregivers, carpool buddies, and potential pick-up people are listed on the appropriate form and have an appropriate placard. Additional placards can be printed by sending a request to [main.office@ccookschool.org](mailto:main.office@ccookschool.org), and the additional placards will be sent home in your child's backpack.

### AFTERNOON DISMISSAL PROCEDURES - CARLINE

With almost 500 students and limited space available on the streets surrounding our school, we have implemented dismissal procedures that best serve the entire

# COOK Drop-Off and Pick-Up

| Grade Level                   | Pick-up Window | Exit Door Location                   | Placard Color |
|-------------------------------|----------------|--------------------------------------|---------------|
| Early Childhood<br>(PS,JK,SK) | 2:45-3:00 p.m. | Main Entrance                        | Green         |
| Lower School<br>(1st-4th)     | 3:00-3:15 p.m. | Gym Entrance                         | Yellow        |
| Middle School<br>(5th-8th)    | 3:15-3:30 p.m. | Varies based on last period<br>class | Blue          |

community. These procedures are specifically designed to promote a neighbor-friendly, efficient, and safe dismissal process.

We dismiss utilizing an “all-call” system. **Families are provided with color-coded placards, which must be prominently displayed in the pick-up vehicle’s windshield before turning on Schiller. The placard must remain visible until your child is safely in your car.** School personnel will call each placard as vehicles enter the carline. Students will wait in their classroom until their placard is called. When their placard is called, they will be dismissed from their classroom to their designated exit door location, where school personnel will be waiting to assist students to their vehicle.

Dismissal traffic flows westward down Schiller Avenue. Parents/guardians should utilize both sides of the street, regardless of your child(ren)’s exit door location. No parking is allowed on either side of Schiller, or any school zone during dismissal for any reason. The Chicago Police Department often monitors our dismissal for safety and may ticket cars that are not in compliance with our dismissal procedures.

Pick-up windows, exit door locations, and placard colors are outlined in the chart above. If you are picking up multiple children, please arrive at the beginning of your oldest child’s dismissal window. For example, if you have a child in Senior Kindergarten and 5th Grade, arrive at 3:15 p.m., the beginning of the Middle School pick-up window. Younger children who wait for older siblings to be dismissed will be waiting in their classrooms, or in a designated staging area, with appropriate supervision.

It is very important that you arrive at your child’s designated dismissal time. **DO NOT COME EARLY.** There is not enough curb space to accommodate early-arriving vehicles. Each division needs both sides of Schiller, from Wells to North Park, for dismissal during their designated time. If you arrive too early, traffic control may require you to circle the block until it is time for your child(ren) to be dismissed.

Even if you arrive within your pick-up window, there may be times when the pick-up line is full on both sides of Schiller. If this happens, we ask that you circle the block until curb space is available. Please do not block traffic at the Wells and Schiller intersection. If Wieland is available, traffic control may direct you to pick up there.

## Drop-Off and Pick-Up

### VEHICLE SAFETY

Use extreme caution when driving along Schiller during pick-up and drop-off times. Parents/guardians and/or school personnel will be walking across the street with students, and cars may be pulling out into the flow of traffic. The word “hurry” is a dangerous term during arrival and dismissal. Please be patient.

Before loading and unloading, please pull all the way forward in the line to keep traffic moving. Once students are safely loaded/unloaded, please signal, use caution, and pull out slowly into the center lane. Avoid backing up; some students are too small to be visible in rearview mirrors.

**Please save conversations with teachers or friends for later; the flow of traffic will be interrupted. PLEASE STAY OFF YOUR CELL PHONES! Our security team reported that several students, staff and even they were almost hit numerous times last year because parents/caregivers were on their cell phones. It is illegal to be on a cell phone while driving, and distracted drivers create unsafe conditions for our students and school personnel.**

There is traffic support to help everyone understand how the traffic is supposed to flow. Please be courteous to the school personnel who serve you by helping to make dismissal an efficient, safe, and neighbor-friendly process.

### WALKING PICKUP

Walking parents/guardians should go directly to the North Park Entrance. Please carry your placard and show it to school personnel positioned at the North Park Entrance. After your placard has been called, please line up along the building and keep the sidewalk and entrance clear. Please also keep your placard visible until your child is safely with you.

### LATE PICKUP (DROP-IN EXTENDED DAY)

It is expected that all children will be picked up on time. Please call the Main Office if you are running late, and personnel will email the homeroom teacher/advisor. This courtesy call does not absolve parents/guardians of late fees, but may reduce stress and uncertainty for children and staff. Students who are not picked up on time will be checked into our Extended Day at the Drop-In rate for those waiting to be safely dismissed. Please note the Auxiliary Team does not call families when teachers bring students to be checked into Extended Day.

Drop-In Extended Day is available to parents as-needed and is for those students who are not already registered. Registration for daily drop-in can be done in advance or on the day needed. If you have a last-minute request for a Drop-In, please email [afterschool@ccookschool.org](mailto:afterschool@ccookschool.org) as soon as possible to help with proper staffing and resources. If your request is submitted later than 2:00 PM, please contact Main Office personnel to inform the student's homeroom teacher/advisor and to radio the Auxiliary Team.

### Drop-In Extended Day is \$35.00/day for Block 1

Students are dismissed at 4:30 and have a 15-minute window to be picked up before being placed in Block 2.

### Drop-In Extended Day is \$15.00/day for Block 2

Students must be picked up no later than 6:00 PM to avoid late fees.

We strongly encourage families to register for Extended Day, in which parents can select the day or days that they know they'll need aftercare. In addition, registering your student into Extended Day allows us to prepare for the number of students planning to join us, which helps with staffing requirements and resources. Please note: Students will not be allowed to remain unsupervised in the school building or wait around in the Main Office to be picked up.

## **EXTENDED DAY PICK-UP**

Students registered for Extended Day Block 1 will be dismissed from the Main Entrance on Schiller at 4:30 p.m., as they will line up with the ASA classes that are dismissed at that time. We kindly request all adults picking up from Extended Day remain in their vehicles or on the sidewalk if walking to pick up. By 4:45 p.m., any student remaining on campus after dismissal will be placed in Block 2 Extended Day, and must be picked up no later than 6:00 p.m. to avoid a \$2-per-minute late fee.

**After 4:45 p.m.**, parents/guardians should find legal parking or quickly run in to sign their student out from Extended Day. Placards are no longer being called over the radio once after school dismissal has ended at 4:45 p.m.

Please note: If a student is repeatedly picked up past their dismissal time, they will lose the privilege of participating in Extended Day.

## **AFTER SCHOOL ADVENTURES (ASA) PICK-UP**

After School Adventures will be dismissed from the Cafeteria Entrance on Schiller at 4:15 p.m. using the same “all-call” dismissal procedure described in Afternoon Dismissal Procedures – Carline. Walking pick-ups for ASA will also be dismissed from the Cafeteria Entrance.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of a school closing, communication will be shared with parents/guardians via text message, the homepage of the school website, and e-blasts. Make sure your email and phone number are up to date in the Cook Portal to receive these alerts.

## **PARKING**

The school does not provide parking, and on school days between 7:00 a.m. and 6:00 p.m. the city does not permit parking in front of the school on Schiller (School Zone).

During arrival and dismissal times, no parking is allowed on either side of Schiller (from Wells to North Park) or in any designated School Zone. Outside of arrival and dismissal times, parents/guardians may momentarily stand/park in the School Zone on Schiller and walk to the Main Entrance for late drop off/early pick up. Make certain to leave your vehicle's hazard lights on. Double-parking is not permitted. The school will not reimburse parents who are ticketed for parking illegally under any circumstances.

When visitors are permitted on campus, the commercial parking lot at North Park and Schiller offers a discounted rate for persons visiting the school for two hours or less. Discount tickets are available at the Main Office and the Security Desk. Metered parking is available on many of the surrounding streets. Parking on Wieland and North Park is by resident permit only.

## **CAMPUS LIMITS**

The safety of our students is paramount. The campus includes only the school building and the Cobbler Square space. During school hours, all students are expected to be inside the school building unless accompanied by a member of the Catherine Cook faculty or staff. The school cannot assume responsibility for students walking to and from school. Students are not allowed to wait unsupervised outside the building for their parents to pick them up, regardless of the student's age. When athletics are offered, students who participate on teams will be dismissed to the coach or, if there is a gap between dismissal and practice, to Extended Day. Students who disregard these policies regarding safety and supervision jeopardize their participation in Catherine Cook activities.