

Arrival and Dismissal Procedures for CC Mason Elementary

MORNING PROCEDURES:

Doors are unlocked to the school building at 7:15 A.M.

Students proceed directly to their classrooms or to the cafeteria for breakfast.

Breakfast is served between 7:20 – 7:35. Students are given until 7:40 to finish their food before reporting to class by 7:45 A.M.

SCHOOL BEGINS AT 7:45 A.M. Students arriving between 7:46 A.M and 8:45 A.M. will be counted tardy. Students arriving after 8:45 A.M. are considered absent. Remember to bring a doctor's note if your child had a morning appointment.

DROPPING YOUR CHILD OFF:

Please proceed to the designated parent drop-off area (north side of school) Pull up into the area to drop your child off. Staff members are available should your child need assistance getting out of your vehicle. Please help expedite the flow of traffic by making sure your child is ready to exit the vehicle when you pull up. Please be considerate of others and allow enough time to get to school and get through the line before 7:40 A.M.

The doors at the parent pick-up are locked at 8:00 A.M. After 8:00, you will need to go to the front of the school and sign your child in as tardy.

The parking area in front of the school is not for parent drop-off. This is the special needs and daycare bus lane. For the safety of these students please use the north side for drop-off.

TRANSPORTATION CHANGES:

All transportation changes must be made by 2:00 P.M. in order to guarantee that changes can be communicated. You may also send a note with your child. (Please include your child's and teacher's name in the note!) Again, this is for the safety of ALL our students so they will get to their destination safely.

EARLY DEPARTURE PROCEDURES:

Parents or authorized persons should sign students out in the office. Please bring a photo ID. Students *will not* be released to unauthorized persons.

Students will be called to the office when the parent arrives.

If you have an early morning appointment, make sure you get a note from your doctor/dentist and turn it in to the front office when you return.

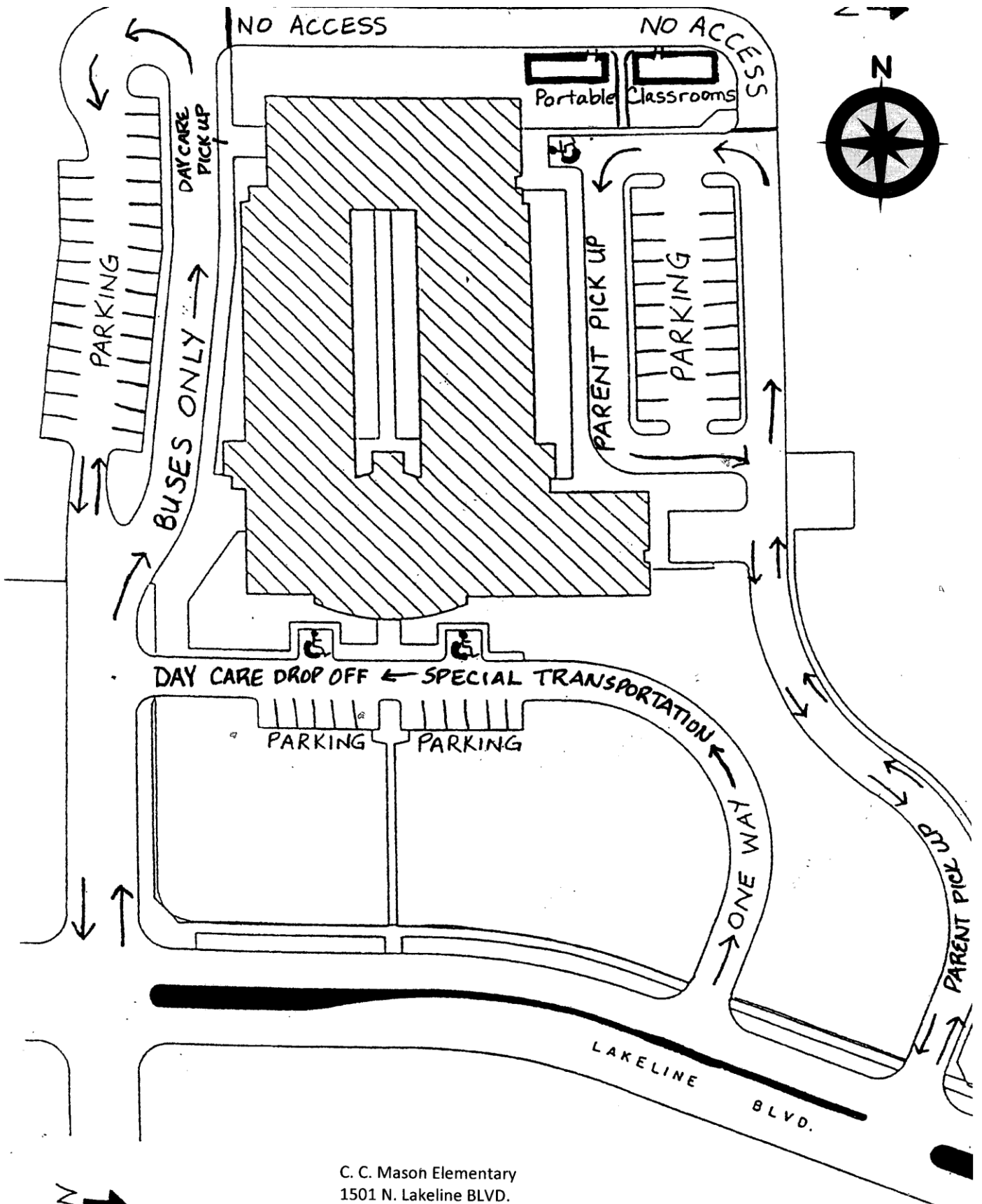
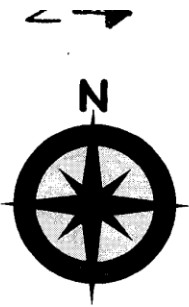
Afternoon Procedures:

Students are dismissed at 2:45 P.M. (K-2nd are released at 2:40)

- Parent Pick-up is on the North side of the building.
- North Walkers exit near Parent Pick-up on the sidewalk.
- South Walkers are escorted across the South playground.
- Bus Riders are picked up in the bus lanes located on the South side of the building.
- Daycare riders are held in the MPR until the Daycare bus arrives.
- YMCA is located on campus in the cafeteria.
- Special transportation buses arrive in the front of the building.

Please avoid picking-up your child in the front of the building. This area is needed for special transportation buses.

See Map Below



C. C. Mason Elementary
1501 N. Lakeline BLVD.
Cedar Park, Texas 18613
(512) 570-5500

