Dear Collegeville Parents,

It takes all of us working together for a safe school. To prepare for construction on Highway 5, we are making changes to the drop off and pick up at Collegeville beginning the first day of school—August 14. Student safety is the most important consideration in making these changes.

It is important that we all honor the new procedures to keep the system running smoothly.

Please Note: Students may not be dropped off anywhere other than the designated drop off zone.

**Walk Up**
With the changes in traffic flow, CES will no longer offer walk up service. Students must be a car rider, bus rider, walker, or transported by daycare.

**Entering Campus**
ALL cars will enter from the I-30 West service road for drop off and pick up. Vehicles will enter from the back of the campus. Signs will be placed to help direct traffic.

Cars will no longer enter from the front gates (off Highway 5) during morning drop off and afternoon dismissal. The front gates will be closed from 7:00-8:30am each morning then closed again from 1:45-4:00pm each afternoon.

**Exiting Campus During Drop off/Pick Up**
Vehicles will have only two ways to exit: (1) by taking the service road; or (2) turning right on Hwy 5. **Cars will not be able to turn left onto Hwy 5.**

**Pick Up/Drop Off**
Two lanes are available for drop off and pick up. Before entering the school, make a plan to exit.

The lane you enter depends on how you will exit the school (either by service road or turning right onto Hwy 5). If you are exiting to the service road, stay in the right lane (lane closest the sidewalk). If you are exiting right on Hwy 5, stay in the left lane (inside lane). New signs have been posted to help with traffic flow.

Due to safety and congestion, vehicles will not be able to switch lanes once entering the car line.

**Parking**
Handicap parking will be moved, but still accessible. Visitors with school business are asked to use the side parking lot.

**Practice Your Plan**
Parents are encouraged to drive the new route before the first day of school and decide how best to enter and exit. Open House is a great time to make and practice a plan.

The changes will take some time, but faculty and staff will be available to help. We ask for your patience and cooperation as we all adjust to the new system.

Katie Thomas, Principal