



Citizens of the World Charter Schools – Kansas City
3435 Broadway Blvd.
Kansas City, MO 64111
www.cwckansascity.org

Subject: Updated Arrival & Dismissal Procedures

Dear Families,

We want to share a few important updates about our arrival and dismissal procedures to help keep all of our students safe and ensure smooth traffic flow for our families and surrounding community. Due to construction, it is critical that everyone follow the guidelines below to ensure student and community safety.

In the past, elementary students used the back and middle school students used the front. Going forward, **door usage is based on how your child arrives.**

Car Rider Arrival & Dismissal Flow (Back Door)

We will continue to follow the same basic traffic pattern for our **car riders at the back door:**

- All vehicles should head **south on Central** and turn into the **back parking lot** for car rider drop-off (7:45-8 am) and pickup (3:30-3:45 pm; 1:50-2:05 on early release days).
- A **tunnel** from the back door into the parking lot will allow students to safely enter and exit the building. Please note: the **loading zone will be slightly shifted**, so please follow staff direction.
- No staff members will be available to retrieve walkup students from the back door. **All walkup students must be picked up from the main door on Broadway.**

Walkups (Front Door)

In the following circumstances, please park on surrounding streets and use the **front door:**

- Early dropoffs between 7-7:45 am. Don't forget to walk in with your student to sign them in at the front desk.
- Walkups (anyone not in cars) during arrival (7:45-8 am).
- Walkups (anyone not in cars) during dismissal (3:30-3:45 pm; 1:50-3:30 pm on early release days). You will provide your student's name to the designated staff member, who will have your child(ren) report to the front door.
- Daytime pickups for doctor appointments, sick students, etc.
- CampFire students being picked up after school, which will begin at 4 pm.

Please do not park in the spaces directly outside the front door; these are reserved for our wheelchair-bound students and caregivers.

Broadway Reminders

- **Do not stop or drop off** on Broadway. This is a safety hazard and creates congestion.

- **Do not block lanes of traffic** on Broadway. This street must remain clear for the Operation Breakthrough bus and for handicap accessible parking.
- If being dropped off (between 7:45-8 am) or picked up (between 3:30-3:45 pm, 1:50-2:05 pm on early release days) in a car, **follow the carpool route around the back of school to drop off or pick up at the back door.**

Handicapped Parking

- Designated **handicapped parking spots near the back door** will remain available, though the back door is less accessible due to the stairs when you come inside the building.
- ***The front entrance spaces must remain open and accessible for students and families who use wheelchairs, so please do not park here if you are not eligible for handicapped parking.*** Thank you for helping us prioritize their access.

We are taking this opportunity to begin using an app to streamline our dismissal procedures this year. We are still finalizing details, but you can expect more information about setting up and using that system soon. We hope to have this in place by the fourth week of school.

Thank you for your continued patience and cooperation as we adjust our routines to ensure safety for all!