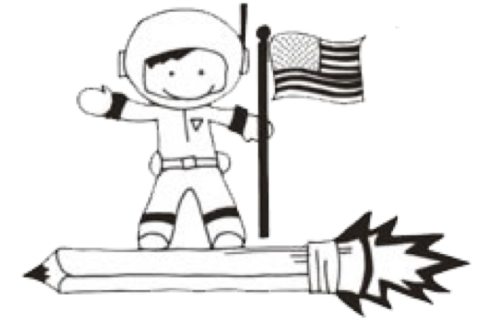


CWTE'S Front Office

PROCEDURES



Due to Covid 19, we have implemented the following safety guidelines.

We appreciate your support in keeping us all safe and well!

1. For any services that you may require, please call the front office between the hours of 9am-4pm, Monday-Friday to set up an appointment (813)794-6900.
2. If you are picking up your child from school, please call at least 30 minutes prior to pick up. Please call again when arriving at school. We will come to your car to receive your driver's license to place into our system. We will call you if we have any problems. At that time, we will walk your child out to your vehicle for your dismissal.
3. If you are coming for an appointment, please be mindful that we are only allowing one family at a time in the Front Office. We ask that only two family members attend.

These procedures also apply when your student is tardy.

Thank you!