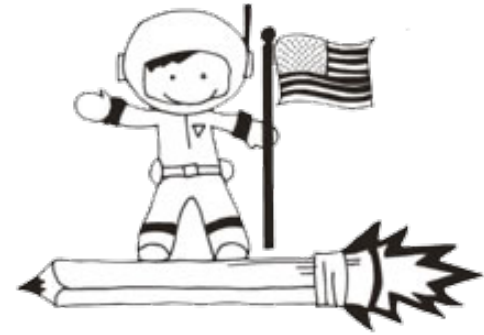


CWTE'S Front Office

PROCEDURES



Due to Covid 19, we will continue some of the safety guidelines from the 2020-2021 school year. We appreciate your support in keeping us all safe and well!

These procedures will be fluid all year and may change.

1. For any services that you may require, please call the front office between the hours of 8am-4:30pm, Monday-Friday to set up an appointment (813)794-6900.
2. If you are picking your child up from school, please call on your way to school to let us know how far away you are. When you get to the office door, ring the bell. We will allow one family in at a time to show driver's license to pick your child up and sign them out.
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.

If your child is tardy, please walk them to the door, ring the bell and wait until someone opens the door to let your child in. Do not just leave your child at the door or in the car line.

Thank you!