



Constellation Schools Parma Community Elementary

"The Right Choice for Parents and a Real Chance for Children!"



7/6/23

Dear Families,

Please review the following procedures to ensure that you are prepared and informed on how to safely drop off and pick up your child(ren) once we return to the school building for the 23/24 school year.

Arrival Procedures (2 options):

Option #1- Car Line:

- Families enter the school parking lot via Ridge Road (by Target)
- THERE IS ONE CAR LINE! Please follow behind the car in front of you. Do not form a 2nd line
- Families are directed to travel to the front entrance of the building and stop at the colored cones
- Staff members will work to assist children out of cars and into the main entrance of the school building
- Families exit onto Day Drive through the Arby's parking lot
- All parent/guardians must remain in their vehicles



Option # 2- Walk with Student:

- Parents park in the Giant Eagle parking lot. This is the **ONLY** business that has given us permission to use their parking lot for this purpose. Arby's & Red Lobster had asked that we do not park in their lots. You should park at Giant Eagle and use the walkway to our building. This allows staff members to stop traffic safely and monitor your children.

Dismissal Procedures:

The following information is for students who do not ride the bus or attend daycare.

- Please park at Giant Eagle (Not Arby's or Red Lobster. It is important we remain in good standing with our surrounding businesses). DO NOT park in the school lot, as the buses need this area to turn around.
- Students will be released at the pickup times below. Please stand in the parking lot by the main entrance until students are brought outside by a staff member.
- Pick up your child from the designated staff member & exit the parking lot quickly



3:20pm: Kindergarten & 1st Grade Car Riders & Siblings

3:30pm: 2nd & 3rd Grade Car Riders

We would like the parking lot cleared quickly so the buses do not have an issue turning around. Please monitor any additional children you have with you. Safety of our students is a top priority.

Those families that are eligible for bussing should have received an email from Parma Transportation (eligibility requires that you are more than 2 miles from the school). *YOU* will need to ensure this is taken care of before the 1st day of school.

Sincerely,

Ciara Gaspar

Ms. Ciara Gaspar
Assistant Principal

gaspar.ciara@constellationschools.com

440-888-5490

Important Reminders:

★ Morning Drop Off:

- The school doors will open at 8:15am
- For those that require breakfast, breakfast will be served from 8:15am-8:30am in the students classroom
- Students should be in their homeroom by 8:30am to avoid being marked tardy
- *If you are dropping off a student after the school day has begun, you must escort your child to the office and sign them in. Please do not drop them off at the doors.*

★ Afternoon Pick Up:

- Do not park in the school parking lot unless you have contacted Ms. Gaspar and received approval. The parking lot is strictly for buses and for students
- Students will be dismissed from the building in a staggered manner to relieve heavy traffic.
 - Kindergarten (and their siblings): 3:15pm
 - 1st Grade (and their siblings): 3:20pm
 - 2nd & 3rd Grade: 3:30pm
- Any early dismissals or changes in afternoon transportation require you to call the office *no later than 3:00pm*. Any calls requesting changes (i.e. bus rider to car rider) made after this time cannot be guaranteed.

★ Safety Reminders:

- *Under no circumstance, should a child be left unsupervised by a parent/guardian during arrival or dismissal*
- During morning drop off, students must remain with a parent/guardian before 8:15am. Please do not drop students off early and leave.
- Please ensure that you are parked at Giant Eagle during afternoon pickup. This is the area that is monitored by staff members and ensures all students are safely picked up