2026-2027 PCI Arrival/Dismissal Instructions

Dear PCI Families,

This letter is to inform you of our traffic patterns for the 2026-2027 school year during arrival and dismissal times.

During school drop off and pick up times enter the lot off of Snow Road at the school driveway entrance and exit making a right turn only onto Snow Road (Right turn back onto Snow Rd. is essential for safety and for keeping traffic moving out of our parking lot). **Be aware that Parma Police strictly enforce school zone speed limits from 7:30-8:15 am and 3:00-3:45 pm.**

Cars entering and/or exiting our parking lot on school days must enter and exit off of, or onto, Snow Road only. **No vehicles should enter or exit using George Avenue from our parking lot as that is the property of St. Francis De Sales Church.**

> ****If you have a student at PCI and a student at one of the elementary schools (Day Drive or Pearl Road), you must drop off/pick up the PCI student first before heading to the elementary school as our elementary schools have a later start/dismissal time.**

We ask that you please drive with patience, courtesy, and calm as well as abide by all traffic laws. A vehicle should never exceed 10 MPH upon entering or exiting.

Morning Arrival (traffic pattern not pictured)

> **Lane 1 closest to the building is a "Drop and Go" lane for families who need to drop off students and exit prior to 7:45 when the building opens. The remaining three lanes are for families who choose to wait with their students until our doors open at 7:45 when staff will begin safely escorting students to the building. At approximately 7:43 lane 1 will also become a park and wait lane as staff begin the process of escorting students in a very safe and orderly manner.**
>
> **Turning right onto Snow Road is REQUIRED to keep our flow of traffic moving.**
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> **Students arriving between 8:00-8:15am will need to be dropped off at door #3 where they will receive their tardy slip upon entering. After 8:15am, parents/guardians are required to park and escort their child(ren) to the main office where they will sign them in for the day.**



PCI dismissal: **Please have student(s) name tags visible in windshield**

a) Walkers will be dismissed out of the front doors facing Snow Road at 3:15 pm where they will be escorted by PCI staff and united with Parma City Crossing Guards.
b) Car riders/Bus riders will be dismissed from Gym door #5

<u>Afternoon Pick-up</u> (traffic pattern pictured above)

For car line pickup, enter off Snow Road by the school driveway entrance. **Parents/guardians should hold up or place the nameplate of your child(ren) (provided to you at Open House or of your own making) so it is visible to our staff who will be calling student names in the Gym.**

- Pull in the shortest of the four lines available (PMSD buses will park parallel to and near the playground)
- Staff members will utilize a rope to direct approximately 28 cars (7 per lane) to pull forward at a time. Please shift your car in park once you've pulled forward.
- Beginning at 3:15 p.m., staff members will escort the first group of students to your vehicles. Once all students are inside their cars, a staff member will direct them to exit the parking lot.
- The rope will be lowered and the next group of cars will be pulled forward. This process will be repeated until all car riders have been picked up

It is important for your nameplates to be visible to our staff to keep this process moving. **Cars must turn right onto Snow Road.**

During the school day (8:00AM-3:15PM)

At 8:00 am, cones will be placed from the back right corner of the gym stretching to the back of the parking lot. Students who are not in their classroom at 8:00 am are tardy and will need to report to door #3 and receive their tardy pass to class. For the safety of our students, the gates on Snow Road by the fire station will be closed at 8:00 am to stop any through traffic. If you have a meeting scheduled or business to attend to in the office, please park in the spaces labeled "PCI Parking". Visitors will exit on the same driveway they entered by the school driveway entrance as indicated by the arrows.

Turning right onto Snow Road when exiting our parking lot by the fire department is vital for keeping the flow of traffic moving. We appreciate your adherence to these arrival and dismissal procedures. The safety of our students and staff is priority number one.

Another option for student pickup would be for your child to be listed as a walker. Our walkers exit out of the front of our building (Snow Rd. sidewalk) where they are escorted by staff members past our driveway. Walkers are met by a Parma City Crossing Guard where they are escorted across either State or Snow Road. Parents/guardians may park in the lot across from our school next to the Elder Care Facility St. Francis DeSales owns the parking spaces to the right and has given us permission to utilize them.

Students leaving school prior to 3:15 for any reason must be signed out in the office by the parent/guardian. Parents picking up prior to 3:15 should park in the PCI parking, press the office buzzer and enter the office to sign your child out. **Students will not be sent out to meet parents/guardians.** They must be signed out and escorted by the parent/guardian. Consistent early pick up must be avoided as students are required to attend school for the entirety of the school day following State of Ohio House Bill 410 school attendance guidelines.

Emergency Evacuation

In the event of an emergency evacuation of our building, when there may be an anticipated lengthy respite from our building, our place of refuge is the Cuyahoga County Public Library Parma-Snow Branch located at 2121 Snow Road. Examples of why this offsite location would be utilized could include a gas leak, an actual fire or smoke event. Additional information regarding our mandatory off-site evacuation drill will be provided to parents/guardians prior to the drill which will take place during the first month of the school year.

