Dear Families, July, 2026

Please review the following procedures to ensure that you are prepared and informed on how to safely drop off and pick up your child/children once we return to the school building.

Arrival Procedures:
Drop Off: ***8:00 am - 8:15 am***

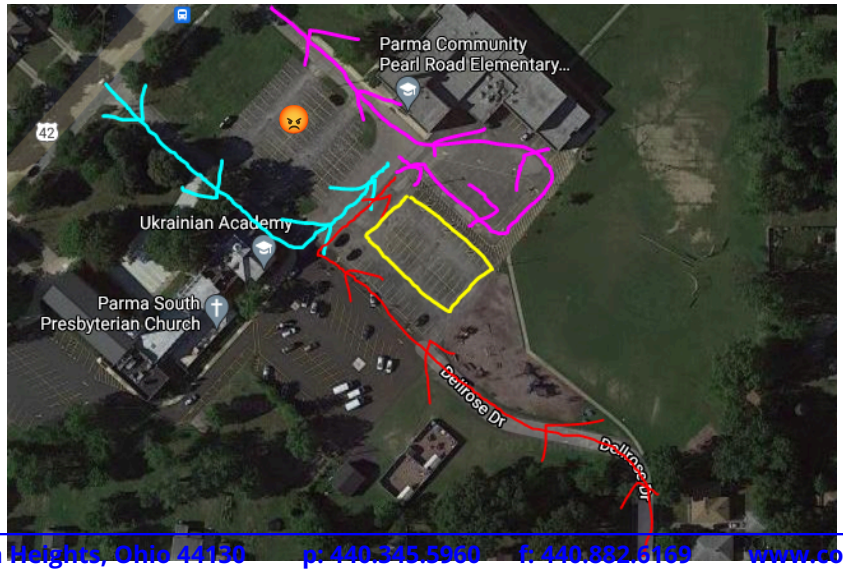
There are two options for how to drop off your child:

Option #1: WALK UPS

- Families enter the school parking lot via Pearl Road (blue arrows below) or the Dellrose Drive/Ackley side street entrance (red arrows below).
- Park in the lot behind Parma South Presbyterian (located near the playground/fence area - yellow colored box area on map) and walk your child to the main entrance, which is closest to the field. *Please note, staff will be parked here as well
- You are **not allowed** to park in the lot where you see the angry-faced emoji. That lot will be used as a bus depot this year.
- Families exit onto Pearl Road via the **stoplight.**

Option #2: CAR LINE

- Families enter the school parking lot via Pearl Road (blue arrows below) or the Dellrose Drive/Ackley side street entrance (red arrows below).
- Families will be directed to **form 2 lines**, which will then **MERGE (pink line below)** and travel to the main entrance of the building towards the cones, which will be located underneath the basketball hoops.
- **YOU** will pull up to the first available colored cone, where staff members will assist children out of their vehicles and into the main entrance of the school building. **You may not park and shut off your car in the line, nor leave your vehicle during this time.**



Dismissal Procedures 3:30pm:

Option #1: WALK UPS

- Families enter the school parking lot via Pearl Road (blue arrows below) or the Dellrose Drive/Ackley side street entrance (red arrows below).
- Park in the lot behind Parma South Presbyterian (located near the playground/fence area - yellow colored box area on map) and wait for your child in the field, near the basketball hoops.
- You are **not allowed** to park in the lot where you see the angry-faced emoji. That lot will be used as a bus depot this year.
- Parent/guardian walks over to their child's teacher and presents blue paper.
- Families re-enter vehicles and exit onto Pearl Road via the stop light or Dellrose pst the playground.

Option #2: CAR LINE

- Families and *Parma City School* buses enter the school parking lot via Pearl Road (blue arrows below) or the Dellrose Drive/Ackley side street entrance (red arrows below).
- **Please have your blue paper clear and visible in your vehicle dashboard or driver window.**
- Families will be directed to **form 2 lines**, which will then **MERGE (pink line below)** and travel to the main entrance of the building towards the cones, which will be located underneath the basketball hoops.
- A staff member will note this sign and "radio "for your child to be dismissed from his/her teacher.
- You will pull up to the first available colored cone, where a staff member will assist your child/ren into his/her vehicles. **You may not park and shut off your car in the line, nor leave your vehicle during this time.**

Parma Transportation information:

Within the next few weeks, families that are eligible for busing, will be receiving an initial letter in the mail from Parma Transportation. To be eligible for busing within Parma, you will need to live more than 2 miles from the school your child attends. Once you receive this letter from Parma Transportation, **YOU (the parent/guardian) will need to contact them to choose the busing option.**

Please grant patience to teachers and students as we work to master these routines, we will grant you patience as well. These procedures are designed to ensure the safety of all children and families. If you have any questions or concerns, please feel free to reach out.

Sincerely,

Martin Beckman
Assistant Principal
Parma Community Pearl Road Elementary
440-345-5960

Important Reminders:

- ★ **Morning Drop Off:**
  - The school doors will open at 8:00 am
  - For those that require breakfast, breakfast will be served from 8:00-8:15 am in the students classroom
  - Students should be in their homeroom by 8:15 am 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:**
  - Any early dismissals or changes in afternoon transportation require you to call the office ***no later than 2:50pm.*** Any calls requesting changes (i.e. bus rider to car rider) made after this time cannot be guaranteed as dismissal procedures have already begun.

- ★ **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 8:00 am. Please **do not drop students off** early and leave.
  - Please ensure that you are parked in the yellow outlined space during afternoon pickup. This is the area that is monitored by staff members and ensures all students are safely picked up.
  - If your **student is arriving late**, a parent/guardian **must come into the building** to sign them in at the office. Dropping students at the door is not permissible.