

MORNING ARRIVAL PROCEDURE

School is in session from 8:05 a.m. until 1:40 p.m. Scholars are not permitted to be on the school grounds before 8:05 a.m. **Breakfast service ends at 8:25 a.m.**

AFTER SCHOOL PICK-UP PROCEDURE

PROMPT PICKUP BY PARENTS AFTER SCHOOL IS REQUIRED.

Dismissal is as follows: K-8 scholars dismiss at 1:40 p.m.

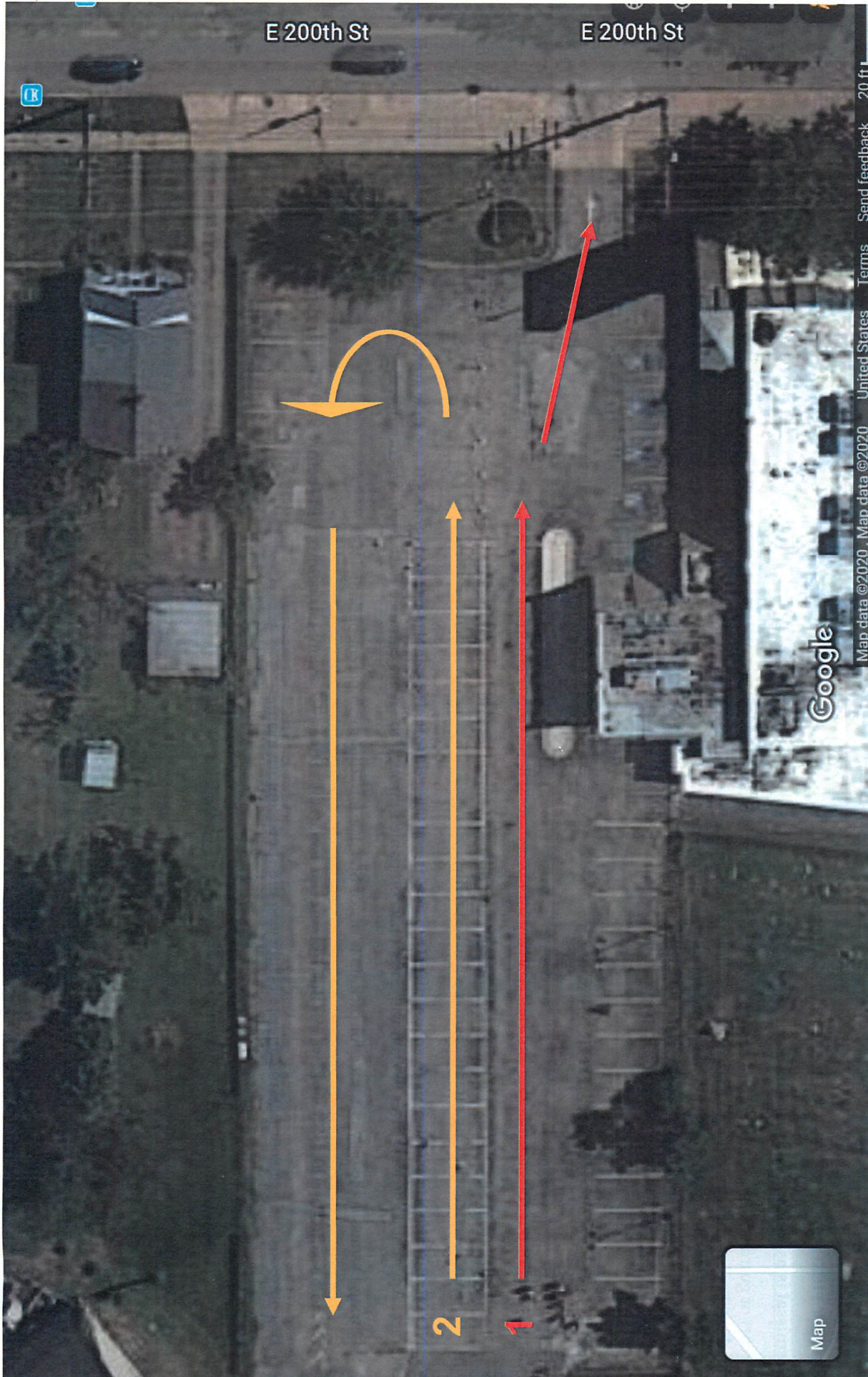
Parents or guardians should pick up or arrange to have scholars picked up no later than 2:00 p.m. If a ride will be later than 2:00 p.m., the responsible party should call the school to make staff aware that a certain scholar's ride will be late. For safety reasons, the school may report scholars to the Euclid Police Department if they are left after 3:00 p.m. Scholars remaining on campus to wait for late arriving rides must adhere to all school rules, policies, uniform codes, etc. Scholars who are picked up late will receive a late pick up slip/letter. A \$5 charge will be applied to the scholar's account for every 15 minutes they are picked up late starting at 2:15 p.m. The first charge will be applied at 3:15 p.m.

PARKING LOT PROCEDURES

For the safety of our scholars, families and staff, parking lot procedures will be strictly enforced.

- Please enter from St. Clair to use the Parent pick-up and drop-off entrances and exits on the north side of the building only. The drop off lane is open from 8:05 a.m. - 9:00 a.m. Scholars arriving after 8:25am are marked tardy.
- **NOTE:** Any scholar who arrives to school after 8:25 a.m. is considered tardy. If a scholar arrives before 9:00am they are to use the Parent pick-up and drop-off entrance. Any scholar arriving after 9:00am will enter unaccompanied through the main entrance East 200th St. entrance.
- During Dismissal, the only entrance for pick up is off of St. Clair into the north parent parking lot.
- Do not use the East 200th Street Daycare/Bus Entrance or Exit (200th Street/Chardon) during drop off (before 9:00 a.m.) or dismissal (after 1:40 p.m.)
- Be courteous and keep our parking lot safe by obeying the speed limit (5 mph).
- When using the drop-off lane, parents should stay in the car and no conversations with scholars or staff should take place at this time, as other cars will be waiting behind you. If extra time is needed or a scholar needs assistance, you will be asked to park.
- During dismissal, all cars in the pick-up lane should travel to the furthest point before stopping and scholars will be sent to the vehicle.

It is illegal to park on Chardon, St. Clair, or East 200th Street. In addition, using or parking in businesses or driveways of residents is not allowed. Every effort will be made to report vehicles illegally parked.



Dismissal: 1:40pm — 2:00pm

Lane 1: Cars; exit to E 200th

Lane 2: Cars; exit back to St. Clair