

EUCLID PREPARATORY SCHOOL

23001 Euclid Ave. Euclid, Ohio 44117 | 216.750.2070 | www.euclidprep.org

July 8, 2021

Dear Euclid Preparatory School Families,

The Leadership Team at Euclid Preparatory is excited for the 2021-2022 school year. Our goal at Euclid Preparatory School is to provide our students with an outstanding education in a safe, secure, and nurturing environment. In an effort to provide a safe environment for your child, we have established appropriate arrival and dismissal procedures for our scholars. I trust that each parent/guardian has the same concern for the safety of their scholar(s) and is willing to cooperate with the procedures each day.

Attached you will find a detailed outline of the arrival/dismissal logistics and procedures. The included map will provide an aerial view of the traffic flow expected in the parking lot. Please be sure to share this information with anyone responsible for transporting your child to and from school. Please know that we take student safety and school security very seriously and the procedures put in place for arrival/dismissal in the parking lot is best for the safety of our scholars.

Leadership members and other staff members will be made available to assist in the safe arrival/dismissal of our scholars. It is expected that parents/guardians will be mindful of the reminders being shared by these individuals and will cooperate as to set a good example to our children that rules are intended to be followed.

Thank you in advance for your cooperation and support for our arrival/dismissal procedures as we strive to protect your child.

Yours in education,

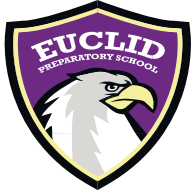
Mrs. Darlene Goss
Principal K-8

Mr. Dominique Fishback
Dean of Student Life and Management K-8

Mr. Khemet Burnett
of Student Life and Management K-8

Mr. Ronnell Cunningham
Dean of Students/Family Liaison

Dean



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6/9/2021

23001 Euclid Ave - Google Maps

Google Maps

23001 Euclid Ave

EPS ARRIVAL TRAFFIC PATTERN



Imagery ©2021 Google, Map data ©2021, Map data ©2021 20 ft

LEGEND

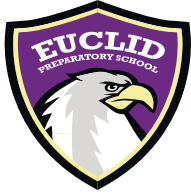
→ = ARRIVAL DROP OFF ROUTE

★ = STAFF MEMBER

▣ = VISITOR PARKING

▣ = STAFF PARKING

▣ = NO PARKING



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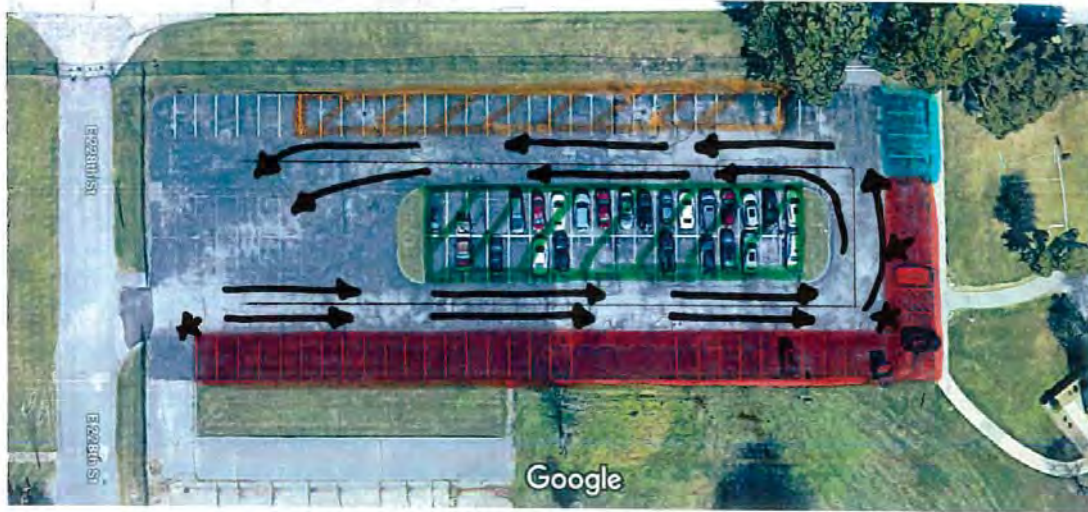
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23001 Euclid Ave - Google Maps

Google Maps

23001 Euclid Ave

EPS DISMISSAL TRAFFIC PATTERN



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LEGEND

→ → = TWO LANE PICK UP

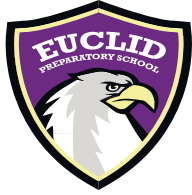
★ = STAFF MEMBER

■ = PARENT PULLOVER ZONE

▨ = STAFF PARKING

■ = NO PARKING

▨ = YELLOW BUS & DAYCARE BUS ZONE



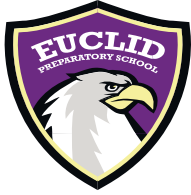
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Euclid Preparatory School Arrival/Dismissal Policy

Parent Pick-Up/Daycare rider/Van Rider Dismissal

- ❖ If your scholar is a parent drop-off, daycare rider, and/or van rider; they will need to be picked up in the school's parking lot. The entrance of the parking lot is located off of 23001 Euclid Ave (SEE ATTACHED MAP).
- ❖ **NO parents will be admitted to the school building for Parent Pick-up after 2:45pm (Monday-Friday) unless they have a scheduled visit/appointment with school personnel or in the event of an emergency (child being dismissed due to illness or injury).**
- ❖ Upon entering the parking lot, there will be two lanes established: both will be used for parent vehicles (SEE MAP).
- ❖ Staff member may begin to form the Parent Pick-up "lines" in the parking lot right after the entrance to the parking lot (SEE MAP) beginning at 3:15pm (Monday-Friday).
- ❖ Three staff members will be present outside in the parent pick up line: one staff member at start of the Parent Pick-up line at approximately 3:20PM (Monday-Friday) to develop a list of the parent(s) and vans present. Two other staff members will be positioned at "No Parking Zone" near walkway (SEE MAP) to ensure scholar safety while going to vehicles and to also maintain consistent flow of traffic.
- ❖ At 3:30pm (Monday-Friday) one outside staff member will begin to send names to schoolwide Group Me chat. Students will be dismissed in waves of 15 beginning with daycare riders, followed by car riders.
- ❖ After the first set of cars to arrive are filled/students dismissed, those cars will be able to pull-out of their respective line and leave the parking lot (please see the traffic pattern on the attached map).
- ❖ At this time, the lines move forward so that the car without their scholar is at the crosswalk (SEE ATTACHED MAP). ***PLEASE NOTE – no cars will be permitted to move forward while students are outside on the sidewalk area. Students will be held aside until the line stops moving. Please adhere to the traffic signals being provided by the staff member (stop, move ahead, slow, etc.).***
- ❖ This process will continue until all students/cars are dismissed.



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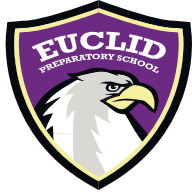
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Point of Emphasis for Dismissal:

- ❖ At no time do parents enter the school building after 2:45pm (Monday-Friday) for Parent Pick-up.
- ❖ **At no time should parents exit their vehicles in the Parent Pick-up line once dismissal begins**
- ❖ No scholar will be dismissed to vehicles while the line is moving (cars in motion).
- ❖ Vehicles must follow the traffic pattern (SEE MAP ATTACHMENT), and follow all traffic rules/laws with regards to pedestrians and right-of-way.
- ❖ Students that are not picked-up by the conclusion of parent-pick up dismissal (4:00PM) must be picked up in the main office area or Multipurpose room.
- ❖ **A signed note must be provided or a phone call must be made to the school to the office manager before 2:45PM (Monday-Friday) if a student is going home with another family member at Parent Pick-up (the same process that should be followed if a child is going home on a different daycare/after school van).**

Parking Lot Arrival Procedures

- ❖ If your scholar is a parent drop-off, daycare rider, and/or van rider; they will need to be dropped off in the school's parking lot. The entrance of the parking lot is located off of 23001 Euclid Ave (SEE ATTACHED MAP).
- ❖ Arrival traffic patterns will be the exact same as dismissal (SEE ATTACHED MAP).
- ❖ Designated staff member will be at the front walkway of the school to greet scholars. (*subject to change based on weather conditions*)
- ❖ **NO Scholars will not be allowed to enter the building before 7:15am, unless weather permits otherwise.**
- ❖ **NO Parent/Guardian are permitted to enter the building during arrival (Monday-Friday 7:30AM-8:20AM) unless you have an appointment with a school leader or teacher.**
- ❖ If your scholar uses Yellow Bus transportation; they will enter the building from the parking lot (North Side of Euclid Ave) walking on a designated path. A Euclid Preparatory staff member will be present in the parking lot to escort scholars into the building from the yellow bus.



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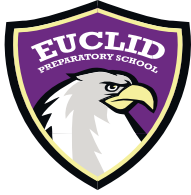
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Walkers Arrival/Dismissal Procedures

- ❖ Families who walk to the school from home will pick up and drop off their scholar(s) at the main entrance of the building (North Side of 23001 Euclid Ave).
- ❖ The family member coming to pick up the scholar will give one of the staff members the name of the scholar(s) and the scholar(s) name(s) will be dismissed from the multipurpose room.
- ❖ If a scholar walks to the school from home on his or her own, those scholars will be escorted from the multipurpose room to the main entrance of the school and will enter through the main entrance of the school for arrival.

RTA Arrival/Dismissal Procedures

- ❖ Families who take the RTA to and from school will pick up their scholar(s) at main entrance of the building.
- ❖ The family member coming to pick up the scholar will give one of the staff members the name of the scholar(s) and the scholar(s) will be dismissed from the multipurpose room.
- ❖ If a scholar takes the RTA to and from school on his or her own, those scholars will be escorted from the multipurpose room by a staff member to the bus stop on 23050 Euclid Ave (28-28A Bus).
- ❖ RTA Scholars will enter the front entrance of the school during arrival.
- ❖ **Please Note: During arrival a staff member WILL NOT be present to meet scholars at the RTA bus stop in the morning.**

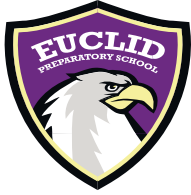


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Yellow Busses

- ❖ Scholars who take the yellow bus to and from school will have a designated bus route/stop given by the transportation department.
- ❖ If your scholar uses Yellow Bus transportation to arrive to school; they will enter the building from the parking lot (North Side of Euclid Ave) walking on a designated path. A Euclid Preparatory staff member will be present in the parking lot to escort scholars into the building from the yellow bus.
- ❖ Scholars who ride the yellow bus from school will be gathered by a staff member as the busses arrive on the school campus in the parking lot (SEE ATTACHED MAP).
- ❖ Scholars will be escorted to their respective bus by a staff member at 3:30pm to ensure scholars get on the bus safely.
- ❖ **NOTE: Attendance is taken by the bus monitor prior to scholars getting on the yellow bus to ensure scholars are on the right bus.**



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Dear Euclid Preparatory School Families,

This letter is to remind you that we have a strict pick-up/ drop off policy at Euclid Preparatory School. When you enrolled your scholar(s) at Euclid Preparatory School, you received a Family Handbook (www.euclidprep.org, click the resource tab, and you will see the family handbook link on the left hand side of the web page), stating the hours of operation (7:30AM-3:30PM Monday-Friday, scholars are tardy after 8:20AM).

If our hours of operation do not meet your needs, we have provided a list below of child care centers that provide before and aftercare services in our area. The policy states “children are not to be dropped off before 7:30am or picked up after 4:00pm” unless the scholar is participating in an after school activity. **LATE PICK UP POLICY:** *Students must be picked up within one hour after the completion of the School day. Students who are serving detention or attending an after school program, must be picked up from the school within 15 minutes after the completion of the detention or school program. If the students are not picked up from school within 15 minutes as described above, then a school staff member may contact the local police station and may contact children services.*

Please be considerate of our staff in following the school times, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible or a member of the leadership team. We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but **we expect** all children to be picked up on time.

We are happy to provide the list of services for our Euclid Preparatory families, but would appreciate you honoring our arrival and dismissal time policy. Thank you for your commitment to be on time to pick- up your child or drop them off at the **mandated time**.

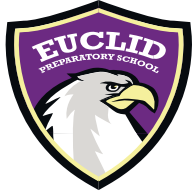
Yours in Education,

Mrs. Darlene Goss
Principal K-8

Mr. Dominique Fishback
Dean of Student Life and Management K-8

Mr. Khemet Burnett
Dean of Student Life and Management K-8

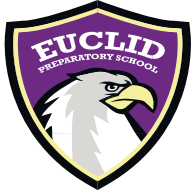
Mr. Ronnell Cunningham
Dean of Students/Family Liaison



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Organization/Business	Phone Number	Address	Before care Services	After-care Services	Transportation
Noah's Ark Child Care Academy	216-481-6700	567 E 200th Street	Yes	Yes	Yes
Curious Minds Daycare	(216) 600-5123	25461 Euclid Ave	Call for information	Yes	Yes
Mini Miracles Learning Academy	(216) 731-7655	22620 Shore Center Dr	Call for information	Yes	Yes
Learn & Play Daycare	216-938-7724	20500 Wilmore Ave	Call for Information	Yes	Yes
K & M Childcare	216-471-8782	25921 Euclid Ave	Call for information	Yes	No
Kiddie City	216-481-9044	280 E 206 th St	Call for Information	Yes	Yes
Hannah's Child Development Center	216-731-1588	25200 Euclid Ave	Yes	Yes	Yes
Stair Steps Enrichment Center	216-303-9322	18482 Lakeshore Blvd	Yes	Yes	Yes
Early Achievers Enrichment Center	216-289-4769	24951 N. Lakeland Blvd	Yes	Yes	Yes
Euclid Child Development Center	216-860-0839	26191 Brush Ave	Yes	Yes	Yes
Great Expectations Preschool	216-289-6920	771 E 260 th St	Yes	Yes	Yes
Kidz Club Academy	216-862-8523	450 E 200 th St	Yes	Yes	Yes



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Dear Euclid Preparatory School Families:

As the first week of school gets underway, we are working to ensure that your child arrives home safely each day and takes the correct method of transportation home. We will need to know what method of transportation your scholar takes home each afternoon. This information is vital in ensuring dismissal runs smoothly and that students are placed in the proper dismissal lines in the gymnasium. In an effort to update our records, we are asking that you complete the bottom portion of this form and return it to the main office as soon as possible. We will use this information to and create organized dismissal lists for all staff members and teachers. This layer of accountability will ensure that students arrive home safely each day.

In the event that your scholar's afternoon transportation changes during the school year, please ensure that a phone call is made to our office manager or that a note is sent to school with your scholar so that our records may be updated immediately. We appreciate your prompt attention to this matter.

Yours in Education,

Dominique Fishback
Dean of Students K-8
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216-750-2070

Khemet Burnett
Dean of Students K-8
kburnett@euclidprep.org
216-750-2070

Ronnell Cunningham
Dean of Students/Family Liaison
rcunningham@euclidprep.org
216-750-2070

My scholar _____ in grade _____, is to take the following method of transportation home each day:

_____ Walk with a parent or guardian

_____ Pick up in a car by parent or guardian

_____ Take the school bus service (Which color/route? _____)

_____ Ride the RTA

_____ After Care Pick Up

Parent Signature _____ Phone Number _____