



Ridge-Brook Elementary School

7915 Manhattan Drive, Parma, Ohio 44129

Phone: 440.885-2347 Fax: 440.885-3716

www.parmacityschools.org/ridgebrook

Dear Ridge-Brook Families,

Here at Ridge-Brook student safety is a number one priority. We would like to update you on our arrival and dismissal procedures for the 2023-2024 school year. It is important that all families follow these guidelines to ensure the safety of all students. Students have three options when arriving and leaving school. They are either an independent walker, a bus rider, or a car rider/daycare transportation. Below are the arrival and dismissal guidelines for each option.

Students who will be purchasing a school-provided breakfast may begin arriving at school at 8:55.

Students who are not having a school breakfast may begin arriving at school at 9:05. Students arriving after 9:25 are considered tardy and parents will need to bring them in through the front door.

At dismissal, parents will no longer be permitted to park and pick up on Manhattan Avenue, as this is now a Parma City School bus loading zone.

Independent Walkers:

➤ Arrival:

- Students walking to school will walk on the sidewalks at all times. They will walk down the front path off of West 78th Street and line up by grade level at the main entrance. Students will line up by grade level in the bus rider/independent walker waiting area. If a student is having breakfast, they will go into the building and head to the cafeteria to eat. When the 9:20 bell rings, students will be allowed into the school to prepare for their day.

➤ Dismissal:

- Students will be escorted by a classroom teacher to the sidewalk by West 78th Street. Students should then walk on the city sidewalks and head home. Students are not allowed to loiter on school grounds after dismissal. This is the door to the right of the main entrance.

Bus Riders:

➤ Arrival:

- Buses will drop students off at the corner of Manhattan and 78th Street. Students will proceed to the front main entrance. Students will line up by grade level in the bus rider/independent walker waiting area. If a student is having breakfast they will go into the

Ridge-Brook Elementary Administration

Wendy Jewell/Principal

Jeannette Pecora/Dean of Students

Amy Shafer/Secretary

District Administration

Charles Smialek, Pj.D./Superintendent

Sean Nuccio | Treasurer/CFO

Board of Education

Mr. Steven Vaughn, President

Mrs. Cynthia Lee Bratz Vice President

Mr. Jack C. Krise, Jr

Mr. Mark Ruda

Mrs. Angela N. Schwark

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building and head to the cafeteria. When the 9:20 bell rings, students will be allowed into the school to prepare for their day.

➤ Dismissal:

- Students will wait at their designated area inside the school until their bus has arrived. Once their bus has arrived they will be escorted outside to Manhattan Street and be loaded on the bus.



Car Rider/Day Care Providers:

All Car Riding Families will be given a family number card. The family number card needs to be visible on the front windshield for pickup. We will give you multiple copies of the family number card if more than one family member will be picking up your child(ren) on different days. If you do not have your number, you will need to park and head to the front entrance to show your ID to pick up your child(ren).

➤ Arrival:

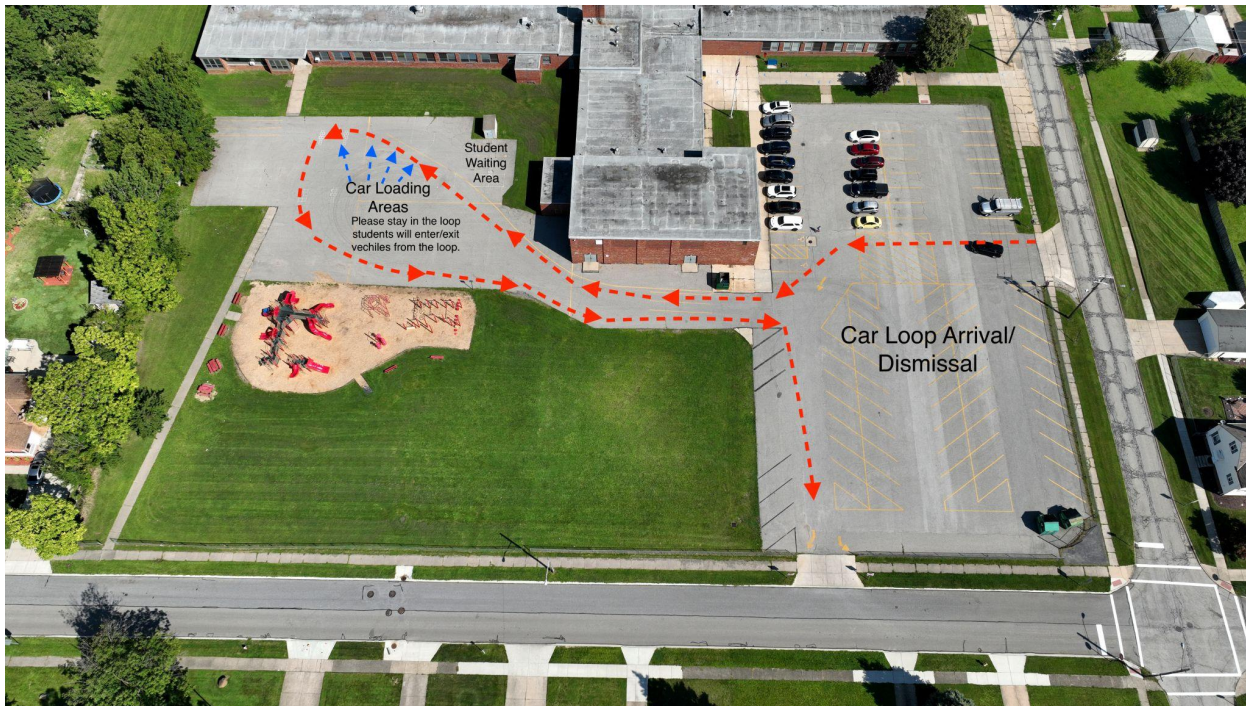
- All students being dropped off by a car or daycare provider must enter the school parking lot off West 78th Street and proceed to the back loop. When possible students should be seated on the passenger side of the car for a safe and quick exit out of the vehicle. Students will line up by grade level in the back loop student waiting area. If a student is having breakfast, they will go into the building and head to the cafeteria to eat. When the 9:20 bell rings, students will be allowed into the school to prepare for their day.

➤ Dismissal:

- All students being picked up by a car or daycare provider will need to be picked up in the back loop. Students will line up by grade level in the designated waiting area. Cars will

pull around the back loop to the loading zone. Students will enter their vehicle on the passenger side.

Parents if your child(ren) will be picked up by a daycare provider it is extremely important that you share with them our arrival/dismissal procedures. All daycare pickups will follow the procedures for car riders and are expected to pick up your child promptly at 3:40 p.m.



We appreciate your patience and support as we adjust our procedures for the safety of our students. If further adjustments need to be made we will send that information out to all of you.

If you are changing the mode of transportation your child goes home from what you initially set up in the beginning of the year, you must notify the main office of the change prior to 3:00 p.m.

Please do not hesitate to contact us with any questions or concerns.

Wendy Jewell, Principal
Jeannette Pecore, Dean of Students