



Every Student, Every Day

**Medina
City Schools
Ella Canavan Elementary School**

Dear Parent/Guardian:

Please read this information carefully. If you have any questions, please call the school office at 636-4000 or 636-4001.

For the safety of our students:

- Please refrain from using your cell phone while in the drop-off line.
- Students will be allowed to enter the building and report to their classrooms at 8:45 a.m. **Students are not to be dropped off before 8:40 a.m.** There are **no adults** on duty before this time.
- Please have your child exit and enter your car on the curb side only, **unless directed by a staff member.**
- **Please stay in your car when dropping off your child.**
- School traffic should **not** be using the space on Lawrence Street between the 2 driveways entering school property.
- Please **do not** drop off children on Lawrence. This will interrupt the flow of traffic. Medina City Police have stated emphatically that there is to be no stopped traffic on Lawrence Street.

Arrival and Dismissal for car riders

All cars will enter on the south side of the building. **LEFT HAND TURN ONLY FROM LAWRENCE. NO RIGHT TURN INS FROM LAWRENCE.** Cars will then proceed straight ahead to the side Commons drop off. **PLEASE DO NOT ENTER THE FRONT CIRCLE DURING ARRIVAL OR DISMISSAL. ONLY BUSES ARE PERMITTED IN THE FRONT CIRCLE DURING ARRIVAL AND DISMISSAL.**

Arrival

- Parents using the **side Commons drop off** will continue straight ahead to make a loop around the entire parking lot and exit onto Lawrence Street. **Right exit turns only** from the commons area will be permitted to help with the traffic flow and safety of our students.
- Traffic must remain in a single file line. **Do not** attempt to pass slower or stopped vehicles while in line unless instructed by a staff member. We are asking for your patience for the safety of our students.

Dismissal

All cars will enter on the south side of the building. **LEFT HAND TURN ONLY FROM LAWRENCE. NO RIGHT TURN INS FROM LAWRENCE.** Cars will then proceed straight ahead to the side Commons pick-up. **PLEASE DO NOT ENTER THE FRONT**

CIRCLE DURING ARRIVAL OR DISMISSAL. ONLY BUSES ARE PERMITTED IN THE FRONT CIRCLE DURING ARRIVAL AND DISMISSAL.

- Parents using the **side Commons pick-up** will continue straight ahead to make a loop around the entire parking lot and exit onto Lawrence Street.
- **Right exit turns only** from the commons area will be permitted to help with the traffic flow and safety of our students.
- In order to help our buses exit the front circle all cars need to stop at the school speed limit sign on Lawrence St. There will be an orange cone at the sign the next couple of days.
- Please pull all the way up to the orange cone on the sidewalk to pick-up your student.
- Dismissal time for car riders and daycare riders is 3:25 p.m.
- Car riders and daycare riders will be picked up on the Commons side.
- If your student is in a carpool make sure everyone in the group knows the designated meeting place.
- Traffic must remain in a single file line. **Do not** attempt to pass slower or stopped vehicles while in line unless instructed by a staff member. We are asking for your patience for the safety of our students.
- Please see the map below for directions regarding the traffic flow for car rider pick-up.
- Please stop at the orange cone in order for buses to make the turn onto Lawrence from the Commons Drive.

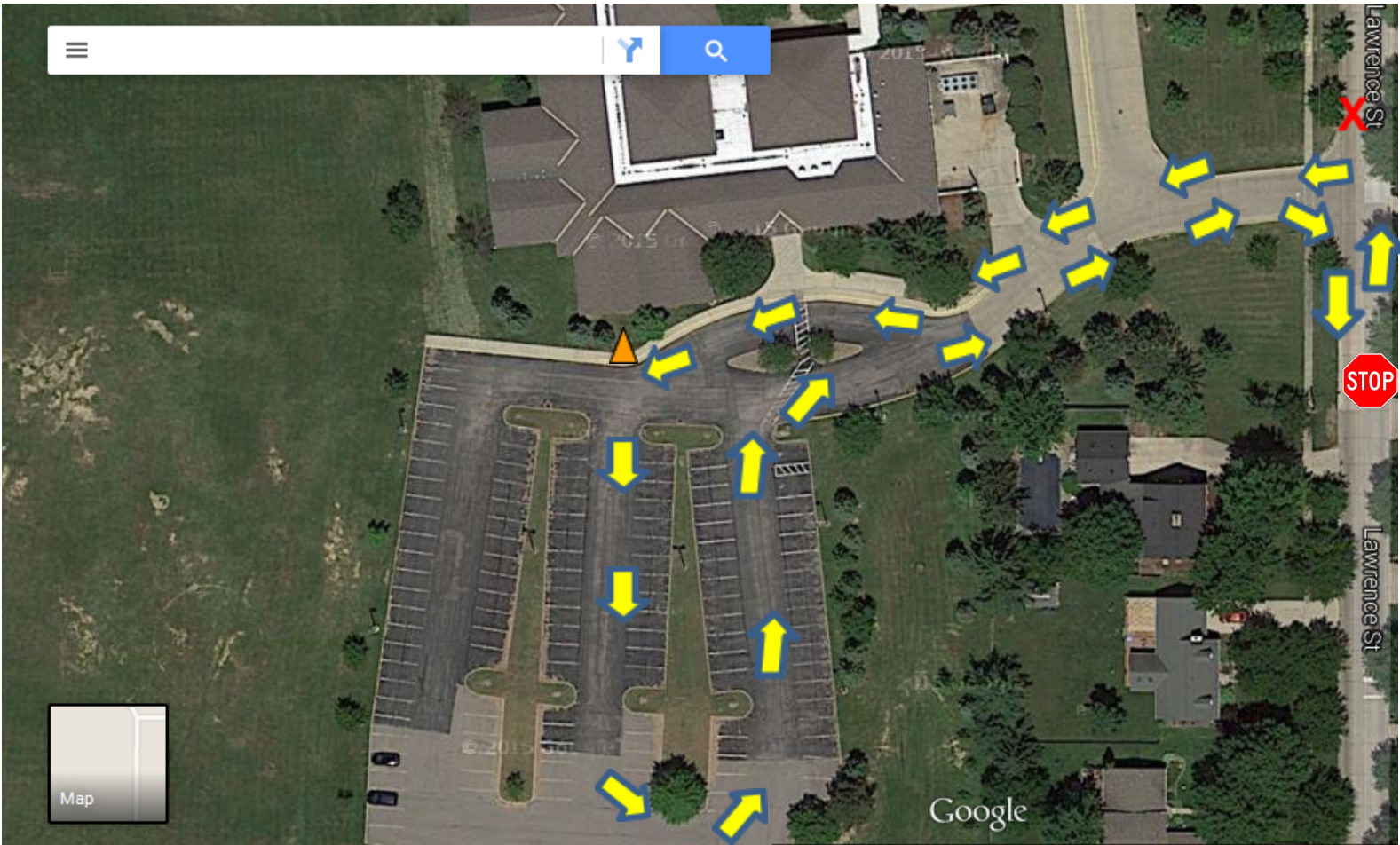
Arrival and Dismissal for walkers

Walkers will enter the Kindergarten doors for arrival. Walkers will exit the Kindergarten doors for dismissal. Walkers should not be on the property before 8:40 a.m. Walkers are dismissed at 3:27 p.m. Parents may park on West Park or Cardinal to pick up students at the end of the day.

Front Circle Traffic Flow

The traffic flow on the front circle will remain one direction the entire day. Please follow the arrows on the front circle to ensure the safety of everyone. Traffic on the front circle will flow from North to South. Please see the diagram below. **CARS ARE NOT PERMITTED IN THE FRONT CIRCLE DURING ARRIVAL OR DISMISSAL.**

Car Rider Traffic Flow



Dismissal Doors

