

## Thoreau Park Elementary

### New Dismissal Procedures

**Effective Monday, October 12th**

Beginning Monday, October 12th, we will implement new dismissal procedures designed to create a safer, more organized, and more efficient dismissal for our students, families, and staff.

### What Is Changing?

- Students will no longer be dismissed by grade level. Instead, dismissal will be staged according to how each student goes home.
- We will also begin using dismissal tags on student book bags. These tags will help staff quickly identify each student's dismissal plan and ensure students are directed to the correct location.
- There will be NO parking on the Thoreau Park campus during dismissal. Please review the procedures below carefully.
- Parents/ Guardians using a vehicle to pick up their child(ren) must stay in their car and access the car loop.

**Walkers-** Walkers will exit through the front of the building and walk toward West 54th Street.

**Bus Riders/Special Education Transportation-** Students riding a bus will board their bus on the north side of the building.

**Special Education Parent Pick-Up -** Students in our small classrooms being picked up by a parent will continue to dismiss from the back/north side of the building.

### **Car Riders — New Car Loop**

The biggest change will be for our car riders. All car riders must use the new car loop located on the south side of the building near the playground.

Cars will enter from West 51st Street → Follow the car loop along the south side of the building → Exit onto Theota Avenue toward West 54th Street.

Please remember: There is NO PARKING on Theota Avenue during dismissal.

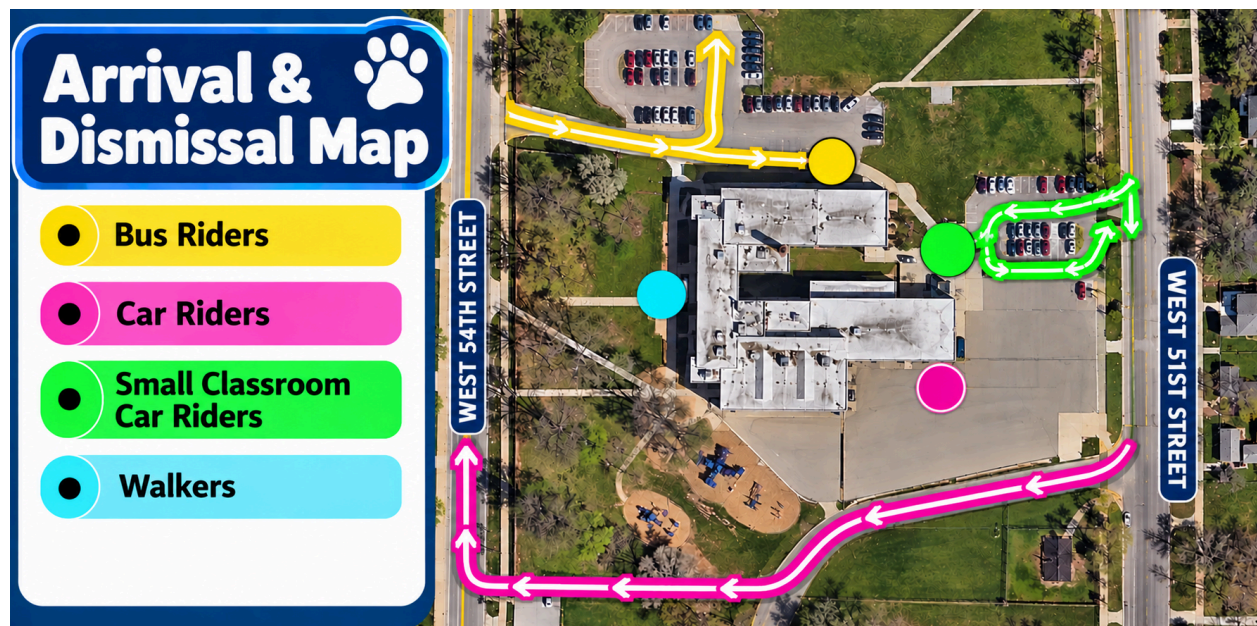
### Car Rider Numbers

Each family using the car loop will be assigned a dismissal number. You will receive a sign displaying your family's assigned number, and that number will match the number on the back of your student's book bag dismissal tag. Please display your number prominently in your vehicle as you enter the car loop. This will allow our staff to prepare your student for pick-up and keep the line moving safely and efficiently.

If you do not have your assigned number displayed, you will be asked to park in the north-side parking lot and report to the school office with a photo ID before your student can be released.

We know that a new dismissal process will take some time for everyone to learn. We ask for your patience, cooperation, and flexibility, especially during the first several days.

Parma Police and PCSD Safety & Security will be on site to assist us during the transition. Our goal is simple: a safe, organized, and efficient dismissal for every Thoreau Park Panther.



Please reach out to Ms. Kokely ([kokelya@parmacityschools.org](mailto:kokelya@parmacityschools.org)) or Ms. Karabanovs ([karabanovsk@parmacityschools.org](mailto:karabanovsk@parmacityschools.org)) with any questions. We appreciate your

cooperation and patience as we streamline this process to ensure the safety of all students and families.

Sincerely,

Ms. Kokely & Ms. Karabanovs  
Thoreau Park Administration