

Dear Parents/Guardians,

Horizon Science Academy Cleveland Middle School would like welcome you to 2018-2019 school year and wish your child a successful year. We can make that happen with your continuous support.

Our door will open for before care at 7:30 AM. Breakfast will begin promptly at 8:30 AM and dismissal will be at 3:49 PM.

We would like share some important information about our arrival and dismissal procedures. We have 4 types of procedures. Please remember that **PARENTS ARE ONLY ALLOWED INTO THE BUILDING THROUGH LOBBY** for security purposes.

1. Car Riders (Door 7)

- If you are planning to drop off and pick up your students, you will using Door 7 at the back of the building. Please see the attached Dismissal Plan.
- Parents are **expected to stay in their car** for the entire time during the dismissal.
- There will be **NO PARENT ENTRY THROUGH DOOR 7** for security purposes. If a parent want to talk to the school secretary or a teacher, parents are supposed to check in at the front lobby (Door 1)
- Each student is given a unique Dismissal Number. Please keep that number on your car's dashboard. You will be asked to provide that number at dismissal to create a secure dismissal process. You will be given 2 copies of the number in case other family members need to pick up the student.
- Door 7 will be shut after 8:50 AM. After that time, parents will drop off their student at the front lobby (Door 1).
- There is no early dismissal between 3:00 PM - 3:49 PM.
- If student is **not picked up by 4:20 PM**, he/she will be taken to After Care and **fees will be applied**.
- After 4:20 PM., **After Care dismissal** will be through **Door 4** (Big Glass Doors in the middle of the building)

2. Bus Riders

- CMSD is providing **school bus for only K-6 Grades** in the city of Cleveland.
- As of now, CMSD Transportation Department should be contacted you via mail about school bus.
- CMSD Transportation Department is responsible for arranging all the eligible busing.
- If you didn't receive any info about the school bus, you are either outside of the City of Cleveland or in 1-mile range.
- Please contact to CMSD Transportation Department Parent Line at **(216)-838-4287** for further question, route information, cancellation or late pickup.

3. RTA Riders

- CMSD is providing RTA **bus tickets only for 7th and 8th graders**. Students will be receiving an RTA ticket from their last period teacher at the end of every day.
- RTA Riders will enter Door 7 (Back of the building GYM door)
- RTA Riders will be dismissed from the front lobby (Door 1). Please see the attached Dismissal Plan for details.
- RTA Riders will leave the building promptly at 3:55 PM.

4. Sibling Pickup (Door 6)

- If your child is being picked up by a middle school or high school sibling, pickup will be from Door 4 (see the attached plan).
- Siblings are required to provide the unique dismissal number to the teacher at that door so that teacher can make a call for the right student.
- If student is **not picked up by 4:20 PM**, he/she will be taken to After Care and **fees will be applied**.
- After 4:20 PM., **After Care dismissal** will be through **Door 6** (Big Glass Doors in the middle of the building)

Thank you in advance for your cooperation to help us create a safe school environment for your child.

2018-19 School Year Daily Schedule

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|-------------------|---|
| 7:30 AM – 8:30 AM | CAR RIDERS CAN BE DROPPED OFF AT BACK PARKING LOT |
| 7:30 AM - 8:30 AM | TUTORING – STUDY HALL |
| 8:30 AM - 9:10 AM | BREAKFAST |
| 8:50 AM | BUSSES ARRIVE |
| 9:10 AM - 3:45 PM | SCHOOL HOURS |
| 3:45 PM - 4:00 PM | STUDENTS GET READY FOR DISMISSAL |
| 4:00 PM | CAR RIDERS DISMISS FROM GYM TO BACK PARKING LOT |
| 4:00 PM | BUSSES LEAVE FROM THE FRONT PARKING LOT |
| 4:00 PM – 5:00 PM | AFTER CARE PROVIDED (FEES APPLIED) |

If you have any questions, please contact to us at (216)-432-9940.

Sincerely,
Horizon Science Academy
Cleveland Middle School