



NORTHEAST OHIO COLLEGE PREPARATORY SCHOOL

2280 Professor, Cleveland, OH 44113

August 17, 2018

Dear Parents/Guardians,

NEO K – 8 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 doors will open for breakfast and begin promptly at 7:30 a.m. and dismissal will begin at 3:20 p.m.. We would like share some important information about our arrival and dismissal procedures. We have four (4) types of procedures. Please remember that **VISITORS ARE ONLY ALLOWED INTO THE BUILDING THROUGH THE REAR ENTRANCE** during school hours for security purposes.

1. Car Riders: Please use front entrance: 2280 Professor

- If you are planning to drop off and pick up your students, please use the front entrance.
- Parents are expected to arrive on time during arrival and dismissal, please communicate to your child and the school office if anyone else will be picking up your child.
- The front door will close at 8:00 a.m., after that time, parents will drop off their child/ren at the rear of the building (Tremont entrance).
- There will be no early dismissal between 3:00 PM - 3:15 PM (except emergencies), if possible, please contact the office by 10:30 a.m. if you need your child ready for pick up.
- If you cannot pick up your child by 4:00 p.m. please make alternative arrangements to have your child picked up on time.

2. Bus Riders

- CMSD is providing school bus transportation K-6 Grades only in the city of Cleveland.
- As of today, CMSD Transportation Department should have contacted you via mail or phone about the school bus routes.
- CMSD Transportation Department is responsible for arranging all the eligible busing.
- If you did not receive any information about the school bus, you are either outside of the City of Cleveland or within 1-mile range.
- Please contact the CMSD Transportation Department Parent Line at (216)-838-4287 for questions, route information, cancellations or late pickups.

3. RTA Riders

- CMSD provides RTA bus tickets/passes for 7th and 8th graders. Students will receive RTA ticket/passes from the Dean of Students at the end of each day.
- RTA Riders will enter through the front entrance (2280 Professor)
- RTA Riders will be dismissed from the front entrance
- RTA Riders will leave the building promptly at 3:20 PM.

4. Sibling Pickup: (front entrance 2280 Professor)

- If your child is being picked up by a middle school or high school sibling, pickup will be at the front entrance.
- If a student cannot be picked up by 4:00 PM, please make other arrangements and notify the school office.

Thank you in advance for helping us create a safe school environment for your scholar.

2018-19 School Year Daily Schedule

7:30 a.m. – 8:00 a.m. CAR RIDERS CAN BE DROPPED OFF AT THE FRONT ENTRANCE.

7:30 a.m. – 7:55 a.m. BREAKFAST

7:30 a.m. – 7:50 a.m. BUSES ARRIVE

8:00 a.m. - 3:30 p.m. SCHOOL HOURS, Monday through Friday

8:30 a.m. – STUDENTS ARE TARDY, REPORT TO FRONT OFFICE, REAR ENTRANCE

3:20 p.m. - 3:30 p.m. STUDENT DISMISSAL

If you have any questions, please contact to us at (216)-453-4552

Sincerely,

Bernice Howard, Principal K-8
Northeast Ohio College Preparatory School
2280 Professor Ave.
Cleveland, OH 44113
216-453-4552
email: bhoward@neocollegeprep.org
<http://www.neocollegeprep.org/>



Follow us on FaceBook

