

**FOR YOUR IMMEDIATE ATTENTION
ENTRANCE/DISMISSAL PROCEDURES**

Please help to keep entrance and dismissal procedures running safely by following these regulations:

- In the morning, students may be dropped off in the striped lane in front of the building. **NO PARKING OR WAITING IN THIS LANE – DROP-OFF ONLY.**
- Students **may not** cross the street anywhere except **at the corner with the crossing guard.** Please do not confuse them by motioning for them to cross traffic at any other spot. They are instructed that **this is not permitted.**
- School ends at 3:30pm each day; **instruction continues to that bell.** Students are then dismissed to gather belongings and exit the building. This process will take another five to ten minutes. **They will not reach the doors until approximately 3:40pm.** Do not expect them any sooner, especially when they are wearing extra winter clothing. Plan your pick-ups accordingly.
- The parking lot to the north of the school, behind the gym, is for staff. Beginning on the first day of school, Early Childhood and Kindergarten students are dropped off and picked up by means of a drive through lane through this lot. **Students are never to walk through this parking lot,** with or without parents. Parents walking students need to escort them around the west end of the building through the playground to the fenced-in area.
- The parking lot to the south of the building is accessed from Oak Park Avenue. Traffic flow is one-way, and parking here is reserved for school visitors and parents. Students may not be dropped off here; use the drop-off lane for that purpose. Parents parking in this lot are directed to walk their children to the crossing guard at Carl Cassata Drive and Newcastle.
- Students meeting younger siblings to escort them home must meet them either in the front of the school for Grades 1 to 5, or at the rear entrance for Early Childhood. Teachers only accompany students to these dismissal areas.
- **When picking up students at dismissal, cars must keep moving in the pick-up lane.** **NO PARKING OR WAITING IN THIS LANE UNTIL AFTER 4:00PM.**

Your cooperation with these procedures will keep our students safe. Thank you for your help.

Sincerely,
UNION RIDGE SCHOOL

Michael G. Maguire
Principal

8/2/2012