



Revised
UPA MIDDLE SCHOOL PARKING LOT
STUDENT DROP-OFF/PICK-UP

Arrival and Dismissal Changes

Dear UPA Families:

Welcome to the end of the first week of school. This letter outlines major changes made to our dismissal process in an effort to address the traffic situation that is currently affecting our school.

DISMISSAL AT UPA Middle School: We will follow a dismissal pattern that was revised with the safety of our students in mind. (Please see back of this paper). Parents now have two options when picking their child up in the afternoon.

1. Remain in your car and join the line of cars that form in the main parking lot to the right. Follow the flow of traffic and go behind the building. Your child will be waiting for you in the back of the gym. A UPA Representative will help your child get into your car. You will exit our driveway by making a right hand turn onto St. Antoine.
2. You may pick-up your student in the gym. (Please park on St. Antoine if you wish to pick up your student)

MOVING FORWARD: Beginning today, we will allow parents into the building at dismissal. We ask that you form a single file line outside the front door. At 3:15, when all classes have been dismissed and students are in the gym, parents can enter the gym to pick up their child. Parents and children will walk need to exit the building through the gym door. Our gym area, at dismissal, will be a NO TALKING ZONE. We ask any parent who chooses to use this process to pick up their child to follow this rule as well. **Teachers will not be able to engage parents in any conversation during this time.** Please do not take this as a rude gesture, but be assured that your child's teacher is doing their job by watching and monitoring the dismissal process.

Parent Volunteers: Parent Volunteers are directing traffic on St. Antoine. This is done on a volunteer basis. We have already communicated with Traffic Safety for a permanent crossing guard at arrival and dismissal. If you would like to volunteer your time, to help ensure the safety of our children, please leave your contact info at the front desk.

Effective Monday, September 8th: School lets out at 3:15. If your child is not picked up by 3:45 pm there will be a charge with payment expected immediately. The charge is \$10 for every 15 minutes or fraction thereof.

Note: As a parent and also as a person who does not deal well with chaos, I assure you we are all working extremely hard to make our dismissal the safest and most efficient process possible. Every decision made is made with your child's best interest in mind. Sometimes, we miss the target. I encourage you to contact me directly with questions and concerns. We have already contacted the City's Traffic and Engineering Department to review our process. Thank you for reading this and helping us as we seek to improve this situation.

Sincerely,

Alisha Scott, Principal

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One of our goals is to provide a safe and secure environment for our students. Please see below the revised traffic flow for families

- Parents may enter the parking lot from the main entrance, **right side only**
- Staff will enter on the **left side only**.
- **During Drop-off**, parents will follow the flow of traffic outlined in purple. They will drop their students off closet to the building on the far right side. There will be an adult to assist and direct. Parents must exit by going behind the school.
- During Pick-up, parents may pick up their students in the lots. You will be asked your child's name by a UPA rep that will inform your child that you are here and they will meet you behind the building for pick-up.
- Parents are not allowed to drive no more than 15 mph in school parking lot. We ask for parents to be careful when entering and exiting the parking lot. We are also asking parents to respect the learning environment by not playing loud music or acting disorderly.

