

UPLAND HEIGHTS PICK UP AND DISMISSAL INFORMATION 2016-2017



AM Drop Off Procedures:

Doors open at 7:15am (north bus lane and south front circle drive parking lot doors only). Please do not leave students unattended before this time. NO staff on duty and doors will be locked.

First bell: 7:35am; Tardy bell: 7:45am

Right lane student drop off only:

- *Students exit vehicles and move right to sidewalk
- *Please have children prepared to move quickly and safely from the vehicle (this means Tuesday folders signed & jackets/backpacks on and ready to go)

Left lane for merging/passing vehicles only:

- *Please use extreme caution when merging from drop off lane to passing lane
- *NO student drop offs from the left lane
- *Students crossing at crosswalk have right-of-way. Please stop and wait till all students have exited crosswalk before driving through.

Parking lot is for parking only; no idling vehicles

- *No student drop offs from parking area
- *Always use crosswalk for student safety

PM Dismissal Procedures:

The dismissal bell rings at 3:05pm. Only bus and daycare will use the north parking lot (bus lane) in the pm. If you are car pick up, please see the map on the back side of this note for the designated circle drive that pertains to your grade.

South (front of building) circle drive is the dismissal area for 3rd-5th grade

West (103rd side) circle drive is the dismissal area for K-2nd grade

North (bus lane on 100th) will not be used for dismissal unless riding the bus or being picked up by a daycare van.

Older siblings will go to the youngest sibling's classroom for dismissal.

Car pick up:

- *Post your colored card with last name in your front windshield. UH staff will use these daily to have students ready for loading.
- *When pulling into the circle drive, be prepared to pull to the very end regardless of what grade your child is in. This helps with traffic flow (students will be sent to your car along the circle drive).
- *Loading will only occur in the right lane. Left lane is for passing only.
- *Use crosswalk only when walking to the parking lot.
- *All students will be outside during dismissal sitting by classes. If it is a bad weather day, classes will sit inside but we will follow the same procedures as above.