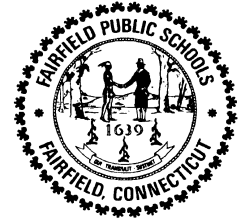


# **ROGER LUDLOWE MIDDLE SCHOOL**

689 Unquowa Road

Fairfield, CT 06824-5010

Phone (203) 255-8345 - Fax (203) 255-8214



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Megan Tiley, Principal  
Ian Banner, Assistant Principal

Karin Shaughnessy, Assistant Principal  
Steve Deangelo, Dean of Students

August, 2014

## **IMPORTANT**

**Please read these Roger Ludlowe Middle School student drop-off and pick-up procedures.**

Dear Parent(s):

Welcome back to another exciting school year at Roger Ludlowe Middle School. In order to provide the most efficient and safe drop-off and pick-up procedures for our students and their parents, we have included the following procedures and directional map for your information and utilization. We would appreciate it if everyone responsible for dropping off and picking up your child is familiar with the procedures and abides by them in order to alleviate traffic congestion issues and more importantly help us keep our children safe.

1. All parents dropping off their child between 7:50 a.m. and 8:10 a.m. must enter the rear driveway of RLMS (see attached map) on Unquowa Road and proceed on the one-way road to the gymnasium entrance. Please be sure to instruct your child to exit your vehicle on the side closest to the building so they do not have to navigate traffic in the drop-off area. **Please do not drop off students anywhere else on our school campus for obvious safety reasons.** PLEASE PULL AS FAR FORWARD AS POSSIBLE. After dropping off your child continue around the rear of school and exit onto Mill Plain Road.  
**For your child's safety, parents should not drop off children in the bus loop or any other location, including the front lots of Fairfield Ludlowe High School and Roger Ludlowe Middle School.**
2. Students who walk to school in the morning can enter the building at either the bus loop entrance or the gymnasium entrance in the rear of the school. It is up to the individual student walkers to choose the location that is most convenient to them.
3. (Pick-Up Only) If you are waiting to pick up your child please park single file along the rear of the building and meet your child at the rear gymnasium entrance so that you can escort your child safely to your vehicle. **Please do not double park.** PLEASE PULL AS FAR FORWARD AS POSSIBLE. Once you pick up your child you may pull out carefully into the access road to exit the parking lot following the traffic pattern to Mill Plain Road. As vehicles leave their parking spots those vehicles waiting can replace those that vacated their spots.

4. Permission due to special medical circumstances will be given to students requiring to be dropped off in front of the school between 7:50 and 8:10 a.m. and picked up between 2:30 and 3:00. Please speak with an administrator to discuss any special circumstances prior to deviating from these drop-off / pick-up procedures.
5. Student drop-offs and pick-ups for emergency purposes or doctor appointments between the hours of 8:10 a.m. and 2:50 p.m. will only be in the front of the building. **Reminder: Parents must park their vehicle and meet their child in the main office to sign their child out.** Students are not permitted to leave the building until they are signed out in the main office and escorted by a parent. Parent must show identification to the main office staff prior to the school personnel releasing any child.
6. If you are helping drop off or pick up your child's project and it requires parent assistance please feel free to park your vehicle in the front parking lot and take as much time as you need to complete your task after first signing in at the office. **Please do not park along the curb in the no parking zone.**
7. Parents who have meetings with school personnel may park in front of the school, sign in at the main office and complete their school business.

**Please give yourself enough time so that you are not in a rush and feel tempted to disregard these rules.**

Please be advised parents not following these procedures will be directed to the proper locations for drop-offs and pick-ups.

Thank you in advance for your co-operation in following these procedures.

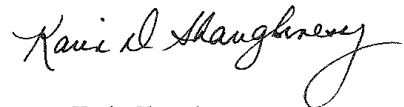
Sincerely,



Megan Tiley  
Principal



Ian Banner  
Assistant Principal



Karin Shaughnessy  
Assistant Principal