

REVISED 9/9/15

Main Campus - ARRIVAL and DISSMISAL Procedures Changes in effect as of September 15, 2015, these have been highlighted in bold faced font

September 9, 2015

Dear Parents/Guardians:

Following the recommendation of the traffic study and working with Miami-Dade Police to review our traffic patterns it has been determined that we will implement a staggered arrival and dismissal as recommended by the Miami-Dade County Traffic Division. Effective Tuesday, September 15, 2015 all middle school students, 6th - 8th grade will arrive at 8:45 a.m. and dismissed at 3:45 p.m. with the exception of Wednesdays which will be dismissed at 2:45 p.m.

Below is the original letter all parents/guardians received on August 25, 2015, changes have been highlighted in bold faced font, for easy reference.

Sincerely,

Patricia Garcia
Principal

August 25, 2015

Below please find below our Main Campus Arrival and Dismissal Procedures. The procedures listed below supersede the Arrival/Dismissal Procedures on the Student Handbook (pages 9-11). Again, this only applies to our Main Campus on SW 120th Street.

School Hours: K-1st 8:30 a.m. to 2:30 p.m.

2nd-5th 8:30 a.m. to 3:30 p.m.

6th-8th 8:45 a.m. to 3:45 p.m.

********On Wednesdays – grades K-5th are dismissed at 2:30 p.m.***

********Grades 6th-8th are dismissed at 2:45 p.m.***

Breakfast 7:30 a.m. – 8:15 a.m.

Student Arrival:

1st- 4th by 8:15 a.m. on the Tennis Court (located behind Building 3) to meet teachers

5th – 8th by 8:15 a.m. on the Basketball Court (located behind Building 3) to meet teachers

****Teachers will pick up the students at 8:15 a.m. at the above location.***

Your child is late when the tardy bell rings after 8:30 a.m. for elementary school students and 8:45 a.m. for middle school students.

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Morning Arrival:

We do not open our doors to receive students until 8:00 a.m. Therefore, students are not to arrive at school prior to that time unless they are enrolled in our Before School Care program.

- Supervision from 7:45 a.m. – 8:15 a.m. is provided only for those students participating in our breakfast program. These students are to report directly to the Bulldog Cafe. After breakfast all students must report to the Tennis/Basketball Court. At no time are students or parents permitted to roam the building or go upstairs without their teachers.
- Because of the limited parking spaces for parents and visitors, we ask that you drop off your children by the roundabout in front of Building 1. **Office/Staff Entrance gate and parking lots that are designated as “Staff Only” is to be used by faculty and staff of BridgePrep Academy of Village Green.** Please do not use the Staff Parking lots for student drop off or for parent parking. In order to maintain a safe and orderly arrival for our students, we ask that you are courteous and patient with others.
- We also ask that when driving through the roundabout, that you exercise caution by driving 5mph, not using electronic devices, do not use the roundabout to park and drop off your children, this lane needs to keep moving at all times. We also ask that you not park on the grass area surrounding the roundabout.
- Please be reminded that for the safety of your child and all BPA students, **ALL students MUST report to the P.E. court to meet their teachers in the morning.** Please do not enter the classroom buildings before 8:25 a.m. All parents may choose to wait outside with their child at the designated court, but may not enter the building to wait for their teacher before 8:25 a.m. Anyone entering the buildings/classrooms after class has begun must have an appointment and receive a Visitors Pass from the main office.

Rainy Day drop off: Students will report to the following areas:

- **Kindergarten: Regular Classroom**
- **1st - 8th: Inside interior hallways of their respective classrooms.**

Dismissal:

- Please adhere to the pick-up plan below.
 - All Kindergarten through 4th grade will be picked up via the roundabout in front of Building 1, please make sure to have your PLACE CARD (with your child’s name displayed) on your front dashboard. If you do not have this place card, we ask that you park and pick up your students at the Desk in front of Building 1. If you need additional PLACE CARDS please email your home room teacher.
 - **All 5th – 8th graders will be picked up by the roundabout towards the front entrance.** Please make sure to also have your place cards displayed on your dashboard. If you do not have this place card, we ask that you park and see the Dismissal Attendant with the Megaphone.
 - Rainy day dismissal: Parents will park in Visitor Parking lot and pick up their child(ren) at their respective classroom.
 - ***Students who have siblings: Older siblings will go to the lineup area with the younger siblings.**

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Traffic Safety:

In order to keep our students safe, we have developed a traffic safety procedure which will be enforced for all students. This procedure is the same every day, rain or shine. Your cooperation is expected at all times. Please read the information below.

- We have 2 designated areas as convenient pick-up areas: In front of Building 1 and at the Basketball Court in the front office next to Building 1.
- Please drive at 5mph, we ask that you do not use any electronic devices while driving on our premises.
- Please be courteous and mindful of students and families crossing the parking lot or street.
- We ask that you please not speak to the teachers during drop-off or pick-up as these ties up the car lane. You may schedule a conference by emailing the teacher.
- Also, please remain in your vehicle as you proceed through the carpool lane to ensure the safety of all students.

By adhering to the above policies and procedures, we will expedite the arrival and dismissal process. We thank you for your cooperation.

Sincerely,

Patricia Garcia
Principal