

UP School Arrival & Dismissal Instructions

The first 3 days of school:

Arrival: For the 1st 3 days, Northway Christian Church has graciously offered use of its parking lots for **morning arrival**. They have 2 parking lots, one accessible from Wentwood and one accessible from Northwest Pkwy. Airline is also an option for parking the first 3 days, along with Durham south of Wentwood.

Dismissal: The official dismissal plan will start on the first day of school so please familiarize yourself with the dismissal procedures below. We appreciate your patience in advance as we work through getting these procedures working safely & smoothly.

Starting Thursday, August 31st both the Arrival & Dismissal plan below will be in effect & parking in Northway Christian Church's lots will no longer be allowed.

In accordance with the City of Dallas traffic management plan, being respectful of our neighbors and keeping the safety of our children and community a priority, there is no parking or car drop off/pick up of students on Wentwood, Villanova or Northwest Pkwy.

7:50 Arrival By Car: Due to our new location this year, for the convenience of our parents we are offering a morning drop off.

(students may arrive starting at 7:30 – staff will meet them at the front entrance and direct them to the gym until the 7:50 bell rings)

1. Drive to the school's designated drop off location. **ENTER THE DURHAM TRAFFIC QUEUE FROM NORTHWEST PARKWAY VIA AIRLINE ONLY.** (SEE ATTACHED MAP)
2. As you come to the front of the queue, we will unload 4-5 cars at a time. Staff will open your door for the student(s) to exit your car. Staff will be inside helping students to their classroom.

7:50 Arrival Walkers and Bike Riders: (students may arrive starting at 7:30 – staff will meet the walkers and bike riders at the south entrance facing Wentwood & direct them to the gym until the 7:50 bell rings)

1. All Students (& parents) walking or riding their bikes to school will approach the school heading north on Durham (NOT Airline). Access the bike rack & entry doors on the south end of the school that faces Wentwood. There will be a staff member at those entry doors directing students in the building. (SEE ATTACHED MAP)

3:15 DISMISSAL by CAR:

- 1. PLACE YOUR CARPOOL SIGN IN THE PASSENGER SIDE DASH OF YOUR CAR WITH THE NAME OF EACH CHILD YOU ARE PICKING UP. YOU WILL RECEIVE TWO OF THESE SIGNS IN YOUR FIRST DAY PACKET. (MORE AVAILABLE FROM THE OFFICE IF NEEDED)**

IN ORDER TO KEEP THE TRAFFIC QUEUE MOVING AS QUICKLY AS POSSIBLE, USE A SIGN EVEN IF YOU ONLY PICK UP ONE CHILD.

2. Drive to the school's designated pick up location. **ENTER THE DURHAM TRAFFIC QUEUE FROM NORTHWEST PARKWAY VIA AIRLINE ONLY.** (SEE ATTACHED MAP)
THANKS FOR KEEPING OUR QUEUE SAFE AND MOVING AS QUICKLY AS POSSIBLE.
3. As you come to the front of the queue, we will load 5 cars at a time. Staff will open your door for the student(s) to enter your car.
4. **Drive away heading south on Durham!** >>>>>  >>>>>

For the safety of our bike riders and walkers we respectfully request you not turn right onto Wentwood as you would be passing through the crosswalk of students walking/biking home.

3:15 DISMISSAL for Walkers or Bike Riders:

1. Students riding bikes or walking home **OR** meeting their parents to ride bikes or walk home will be dismissed through the exit doors that are on the south end of the building facing Wentwood. This is the location of the bike racks and the closest location to the crossing guard at Durham. This will allow the students (*with or without parents*) to get to the crossing guard without going through the traffic queue. **All walkers and bike riders will exit the school through the crossing guard headed south on Durham.**

Few Guidelines:

- 1. There is no car pick up or drop off on Wentwood, Villanova or Northwest Parkway.**
- 2. In cases of inclement weather or just plain old rain, carpool is always the best and safest bet for dismissing students.**
- 3. YIKES! There should NEVER be any unattended cars parked in the queue lane during arrival/dismissal time.**
- 4. **Attention all parents who have caregivers picking up children, please familiarize them with these procedures.****
- 5. Access to the traffic queue is not permissible from residents' alleys.**

Everyone working together will make carpool go smoothly! THANK YOU.

Attachments:

- Traffic Queue Map (*Bike Rack/Walker Entry/Exit Location is on the traffic queue map*)
- Crossing Guard location map is also attached for walkers, bike riders and for viewing crossing guard locations if you wish to drive your child to a crossing guard to walk the remainder of the way.

University Park School Arrival/Dismissal Map

Northwest Hwy

xxxx NO Entry from Northwest HWY to Traffic Queue (only Airline) xxxx

Northwest Parkway

Airline

Durham

*No entry from Villanova to carpool
Left turn only restriction from Villanova to
Durham*

car loading/unloading

Staff Only Parking Garage

Carpool
holding
area

Walkers & Bike Riders
Enter & Exit here

xxxx NO student drop off or pick up by car on Wentwood

xxxx NO entry by car on Wentwood for arrival or dismissal..

Airline

University Park School

Wondering where the crossing guards will be?

Each red box shows the intersections where crossing guards are located.

Each blue arrow/line shows possible walking/bike riding paths.

