



UNION MIDDLE SCHOOL
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SUPERINTENDENT OF SCHOOLS

September 2017

Dear Parent/Guardian,

Parking and traffic – I have reviewed the traffic situation with the Rutherford Police Department and the following plan should be followed. This routine will allow for a better passage of the traffic on the streets surrounding Union Middle School – Union Avenue, Springfield Avenue, and Belford Avenue. This plan can be summed up in the following points:

1. There will be no dropping off of students on Union Avenue. Student drop-off must occur on Springfield Avenue or Belford Avenue. (On rainy days, there will be a staff member stationed on Belford Avenue and one on Springfield Avenue in order to allow students into the building. These students will report to the auditorium. Our doors open at 7:40 a.m.)
2. When students are dropped off at Belford Avenue or Springfield Avenue, the student **must exit the car on the sidewalk side** and walk to the entrance door. Parents should not leave the car.
3. The routine will be as follows:
Springfield Avenue drop-off/pick-up – The cars should pull into the cutout area near the curb toward the closest point by Union Avenue and dismiss/pick-up their child. The parent will drive away. As you leave Springfield Avenue, you must turn right on to Union Avenue; no left turns will be allowed.
Belford Avenue drop-off/pick-up – Please be aware that the bus to drop off students in the morning usually arrives at 7:40 a.m. In addition, the bus arrives at 2:30 p.m. for pick-up at dismissal. Parents will not be allowed to enter Belford Avenue when the bus is present. Furthermore, please be aware that Belford Avenue is a narrow street, and cars should not go around each other or the bus. This procedure must be followed to ensure the safety of everyone. The administration and Rutherford Police Department will be monitoring the situation in order to make sure the routine is being followed consistently.
4. Parents who wish to walk or stay with their child may do so; however, they may not park by the school. You may park legally, anywhere, but you may not park illegally. You may not park, or stop, and block traffic.

Blocking traffic or parking illegally may result in a ticket from the Rutherford Police Department. Please follow the plan stated above so that we can keep our children safe and keep traffic moving. Thank you for your cooperation.

Yours truly,

Kurt Schweitzer
Principal