



Longbranch Elementary

"Reaching for the highest branch...
one learner at a time."

TEA Recognized District

TEA Exemplary Campus

6631 FM 1387

Midlothian TX 76065

972.775.2830 972.775.2024 fax

Kelly Madden, Principal

Courtney Carpenter, Asst. Principal

Kristin Stephens, Counselor

November 3, 2008

As you may have noticed, Longbranch with the help of the county and city, has installed a new road that we anticipate will provide a safer and more efficient route for student dropoff and pickup. We were pleased to open the road this morning and will be monitoring the traffic flow and making adjustments as necessary. We appreciate your cooperation and patience during this transition. Many of you have already given us positive feedback and we hope to continue to make improvements. Please read below to be informed of the new procedures and processes of student dropoff and pickup.

PHASE 1 - November 3 - Parents dropping off on the cafeteria side may travel the new road! The road is designed for 2 lanes to assist with pulling traffic off of FM 1387. Vehicles will alternate to merge to one lane to prepare for unloading students. At this time, 7 cones are available on the side and the front has reduced to 5 cones. We have plans to extend the sidewalk on the side to add more cones. Currently, buses will continue to unload on the side and will have priority of unloading. Three lanes exist at the entry/exit of the side lot. One lane is for entry and 2 lanes are for exiting left and right. Signs will be installed to direct cars to alternate vehicles when merging from 2 lanes to 1. Additional arrows will be painted in the lanes to indicate a left and right hand turn.

PHASE 2 - November 10 - The side parking lot is reserved for staff parking only. The front parking lot is visitor parking. Parents that need to park will need to utilize the front parking lot. Parents will not be allowed to walk their child in from the side, as this area will be for moving traffic only. Signs will be posted to indicate staff and visitor parking.

PHASE 3 - December 1 - Buses relocate to the front for loading and unloading.

Student dismissal - Buses will load from the front parking lot. This includes daycare buses and vans. Car riders will dismiss from the side. Form 2 lanes and then merge to one for loading.

Student dropoff - The main dropoff will be located on the side. Buses will unload from the front and will have priority. Vehicles should not enter the front drive until 7:25, after buses have unloaded. Vehicles may unload beginning at 7:20 on the cafeteria side.

Students walking to school and utilizing the back gate will need to enter by 7:40 a.m. The gate will close at 7:40 a.m.

Thank you for your attention and cooperation to these changes. We will continue to monitor to determine if any other changes are necessary. Please be respectful and courteous to one another and assist us in placing the safety of our children as our priority. You are encouraged to refrain from using the cell phone during student dropoff and pickup. Please be reminded that students are expected to be in their classroom by 7:45 a.m. Students arriving to the classroom after this time will be considered tardy. The side door will lock at 7:45 a.m. Students arriving at 7:45 or later will need to enter through the office. Our staff is eager to start the day with the exceptional children you are sending our way! Your support and patience are appreciated!