



**Brady Middle School**  
*Brian A. Frank, Principal*  
*Darla G. Wagner, Assistant Principal*

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32000 Chagrin Boulevard \* Pepper Pike, Ohio 44124 \* (216) 831-8600 \* (216) 839-1335 FAX

August 16, 2018

Dear Parents,

Due to safety concerns, we are asking that all drivers follow the procedures outlined below when dropping off or picking up student(s) at Brady Middle School.

In order to better ensure the safety of our students we are going to maintain a **single lane of traffic** during drop off and pick up.

During drop off, students should only exit cars near the yellow curb and proceed along the sidewalk to the doors. It is important for students to be prepared to exit cars and proceed immediately along the sidewalk. When possible, backpacks and other items should be with the student and not stored in the trunk. By being ready to exit the car as soon as it stops, all traffic should be able to move quickly and smoothly through the drop off procedure. During drop off times in the morning (7:15-7:35 a.m.) **students may enter either set of lobby doors**. After 7:35 a.m., students may only enter the main doors. As soon as students have safely made their way onto the sidewalk, cars should proceed toward Gail Allison Drive.

It is equally important to observe safety procedures when picking up student(s) in the afternoon. The first car in line should turn into the Brady parking lot and follow the drive along the sidewalk that leads to the stop sign at the Gail Allison Drive intersection and wait in a single file line (see diagram on the back of this letter). Each car pulling into the loop should fill in making sure not to leave any spaces between cars.

At dismissal, students will be directed to wait on the sidewalk between the stop sign and the crosswalk and move quickly to load the cars using the sidewalk along the curb. Students must not step into the driveway as cars are moving towards the exit. Students should only load cars near the yellow curb lane. Once students have loaded cars, drivers may proceed toward Gail Allison Drive. It is important that drivers waiting to pick up students fill gaps in the line so that other cars may enter the loop.

Drivers are asked to not pull into a parking space when picking up or dropping off students as this requires students to cross over the driveway, putting them in the path of cars moving toward the exit. **Students should never exit or load a car that is not in the curb lane.**

Thank you in advance for your cooperation. A [map detailing these guidelines](#) is printed on the back of this letter. It is important for all drivers to observe these guidelines to ensure the safety of our students.

Sincerely,

A handwritten signature in black ink that reads "Brian A. Frank".

Brian A. Frank  
Principal