



# مدرسة الجامعة الوطنية - عاليه Universal College - Aley, Lebanon

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## UCA Dismissal Plan 2024-2025

### OVERVIEW

At UCA, the safety of our students is our first priority. In order to maintain as safe a dismissal as possible, please carefully review the information below.

All students must be picked up between 2:00 pm and 2:10 pm. At 2:15 pm, the campus is closed to students. We ask for your cooperation with this as we are not able to provide supervision after 2:10 pm.

### **Car Pickup (Middle Gate)**



Parents may begin entering the campus through the middle gate at 1:30. Please note the lower gate will be closed for student pickup in the afternoon. Parents who are ill or cannot make it on time, should make other arrangements for their children to be picked up. Please note those arrangements must be communicated to the UCA Administration prior to dismissal at the end of the day.

In order to ensure a smooth and orderly process, UCA staff will assist parents in entering the campus and in parking their vehicles. Parents must pay close attention to directions given by UCA staff at all times. Parents who do not abide by the requests of UCA staff will not be allowed to enter the campus with their vehicles. **With the exception of KG parents, parents are required to stay in their vehicles at all times.**

### **Independent Departure**



If you wish for your child to leave campus independently, please email the respective principal with proof of residency in the nearby neighborhood. Upon approval, your child will receive a gate pass.

Students with approval to leave independently should exit the campus immediately after school dismissal. They may take their younger siblings with them. Students in grades KG1-KG3 will be supervised in the cafeteria while the cafeteria under the blue awnings.

Please note that only students residing within walking distance from the school campus will be issued a gate pass. Students are not permitted to walk out of campus to reach a nearby vehicle parked in the neighborhood.

### **Busses**



Students who ride the bus should proceed directly to their busses upon dismissal.

### **Security Personnel**



To ensure the safety and security of everyone on campus, it is crucial that all parents pay close attention to our security personnel in the parking lot. The safety and security personnel are appointed to oversee the smooth flow of traffic and the safety of our students' drop-off and pick-up times.

We kindly ask that you be courteous, compliant, and follow their directives, as they are acting on instructions from the administration to ensure a safe and efficient process for all. Please understand that these guidelines are in place for the well-being of everyone, and no exceptions will be made.

We appreciate your cooperation and support in keeping our campus safe.