

# BridgePrep Academy of Tampa

2418 W Swann Avenue  
Tampa, FL 33609  
(813) 258-5652

[www.BridgePrepTampa.com](http://www.BridgePrepTampa.com)



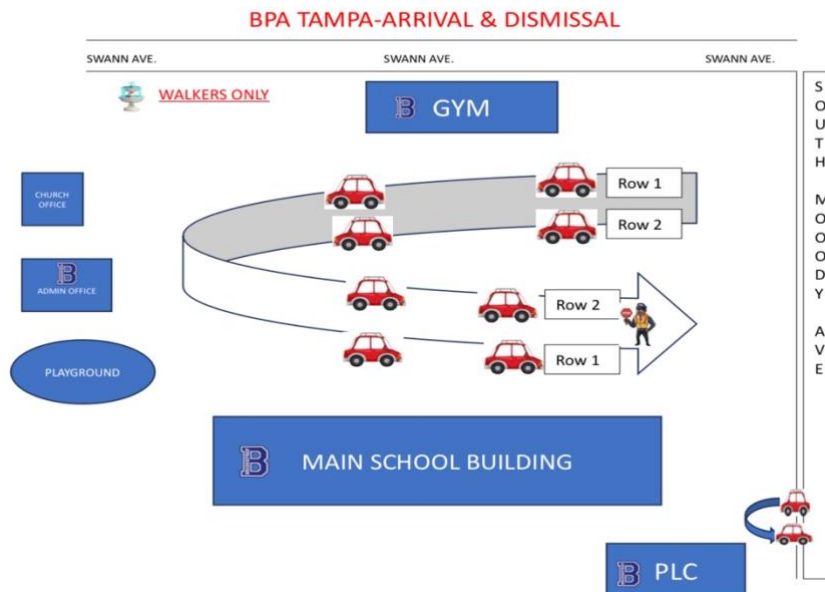
**Dr. Sara Troche-Pastrana**  
Principal  
**Ms. Britney Colquitt**  
Assistant Principal

August 8, 2023

Dear Parents/Guardians,

Our school's traffic patterns have been designed to ensure the safest and most secure method of delivering and picking up children on the campus. Please read this letter carefully so that you understand the process before the first day of school.

Each parent/guardian must possess a BridgePrep Academy of Tampa produced car tag with the student's name on it. Car tags will be issued at no cost; however additional or replacement tags must be purchased at the front desk. If a parent/guardian is unable to show their student's car tag for any reason, he/she must park and pick up their student from the front office. Students will only be released to a parent/guardian who provides proper identification and is listed on the student's Emergency Contact Form.



## School Building Arrival Procedures

- All students that arrive prior to 7:50AM MUST go to the breakfast area, unless they are BeforeCare. Students cannot stand alone around campus before the school building opens
- All K-1 students must be dropped off at the PLC, even for breakfast
- Only parents of students in K-2 will be allowed in the building for arrivals the *first week of school*
- Any students that arrive after 8:10 AM must be taken to office by parent and signed in for tardy slip

## School Building Dismissal Procedures

- There will be no check-outs within the last 30 minutes of any dismissal
- Black Gates will be opened at 3:00 PM.
- Parents cannot enter the building for any reason (This is a safety precaution.)
- Any parent not interested in car line, may pick their child up from the Walkers area ONLY. Students will not be released at any other location than car rider line and the Walkers area.



Home of the Bulldogs  
"Where Learning is a journey"

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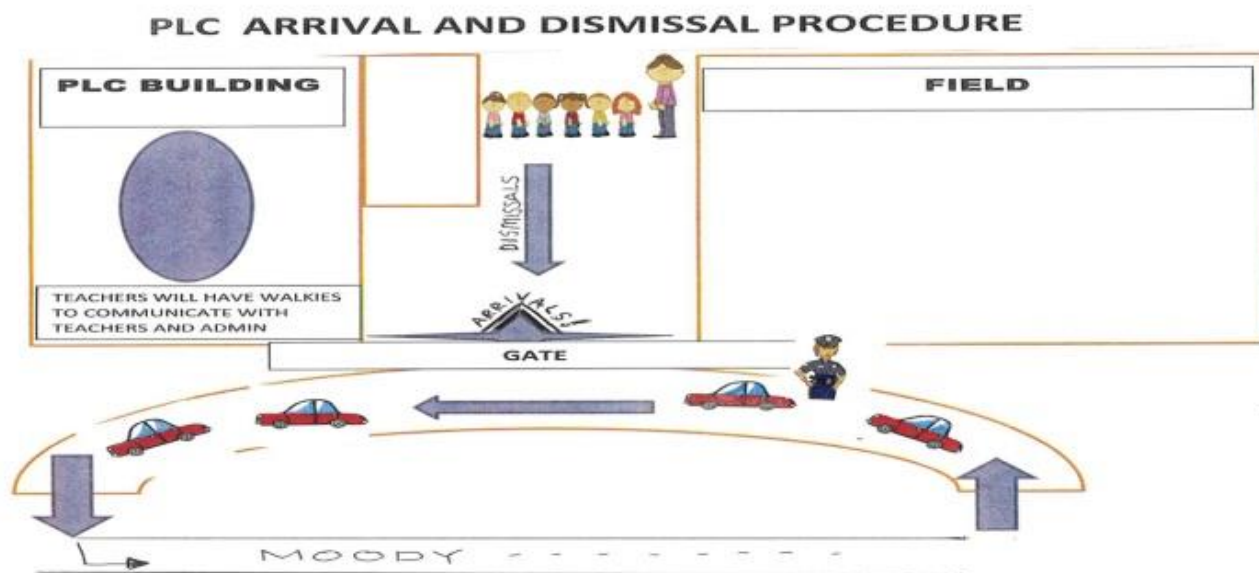


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- No student will be released at Walker area without a parent present
- Do not park in shopping area across the street as this is a safety hazard as we release cars out of our parking lot.
- Pay attention to Staff Members for instructions. When the STOP sign is shown, there is NO MOVEMENT from cars due to students walking to vehicles
- When the SLOW sign is showing, you may slowly exit the parking lot
- Monday dismissal has the same procedures, but at Monday dismissal times (Grades K-1 1:45PM; Grades 2 & 5 2:15PM; Grades 3 & 4 2:30PM; Middle School 2:15 PM)

## Late Pick-ups

- Dismissal ends at 3:45PM. Any late pick-ups will be taken to aftercare where parents will be charged the aftercare rate for that day. Parents must pay this fee or students won't be able to attend charged extracurricular school functions until balance is paid.



## PLC Arrival and Dismissal

- If K-1 students have older siblings, they will be escorted to Main School Building and dismiss with older siblings during the older sibling dismissal time
- K-1 students must be dropped off at PLC Building, including for breakfast
- Students will be assisted by staff as they enter and exit the vehicles

Please do not leave your vehicle at any time during arrival or dismissal. Please do not use your cell phone during this time. Attentiveness is a must for safety. If at any time, the dismissal for your child (ren) changes, we must know IN WRITING so that we can have them where they need to be. Try to let us know in advance. The first two weeks of school is all about patience and adjustments. These processes will get better with time 😊 We ask that you remain patient as you wait on us to safely accept and deliver your children to you. We will take as long as we need to ensure the safety of our Bulldogs.



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