

**Roger Ludlowe Middle School**  
**689 Unquowa Road**  
**Fairfield, CT 06824-5010**  
**Phone (203) 255-8345 – Fax (203) 255-8214**



**FAIRFIELD**  
**PUBLIC SCHOOLS**

Megan Tiley, Principal  
Karin Shaughnessy, Assistant Principal

Steve DeAngelo, Assistant Principal  
Jason Purzycki, Dean of Students

July 12, 2023

Dear RLMS Parents/Guardians:

We encourage RLMS families to send your child to and from school on the bus if possible. For those parents/guardians that plan to drop your child off or pick them up, please review the important procedural information below. **Please see the linked [map](#) for specific route information.**

What does this mean?

1. All vehicles will enter via Mill Plain Road for all morning and afternoon pick ups/drop offs.
2. All students will be dropped off/picked up outside of the gym entrance.
3. All vehicles will exit onto Unquowa Rd.

How can you help in the drop off/pick up process?

1. Please pull your vehicle up as far as you can outside of the gym entrance. We ask that cars pull to the end of the pick up lane just before the road bends to the right.
2. Please drive with caution and be aware of what is happening around you. Please stay off of your cell phone and look for direction from school personnel and police as you enter and exit the RLMS property.
3. Please form a single lane in the pick up line and have your child enter behind the driver's side door. Cars may be pulling around you and safety is paramount.
4. Please use caution when exiting onto Unquowa Rd. Many RLMS and TMS students are utilizing the sidewalk along Unquowa Rd. The exiting lane will split into a right and left hand turn lane.
5. Finally, we all like door to door service. In many cases, we are going to ask you to pull up beyond the door. It's ok if your child has to walk a few extra steps. We are working to bring many cars through our pick up lane without causing other issues in other "pinch points".

We appreciate your help and support as we begin the school year and beyond.

Go Bulldogs!!

A handwritten signature in blue ink that reads "Megan Tiley". The signature is written in a cursive style.