

FRONT ENTRANCE/HALL/OFFICE AREA



Please help us keep our front hall and office area quiet! This year has been particularly problematic with keeping the area a QUIET ZONE. We would be grateful to staff and parents if you could review the points below with the children so they fully understand the expectations.

1. Students are to wait outside their class door prior to the morning bell.
2. Parents should be dropping their child(ren) at their outside door by the 2nd bell and not coming into the school. Any parents that have a reason to be in the school MUST sign in at the office.
3. Students are NOT to use the front door before school (unless late), during the recess and lunch hour or after school. If they need to use the washrooms, they are to use the back door by the gym.
4. 1-2 Buckle My Shoe daycare will meet students outside the front entrance (teachers will release students from outside doors). The only exception to this is for the rooms that are currently under renovation and outside access is not possible. Those students should quietly make their way out the front doors.
5. Students are to go to the outside supervisors should they need help during break times.
6. There is supervision outside between 2:30 and 2:45pm. Again, students are to be released from the outside doors and to remain outside while waiting for pick-up.
7. Please note that the school/office cannot be responsible for students after 2:45 PM. Parents should have daycare in place if they cannot pick up by 2:45 PM and have a "back-up" plan/alternate arrangements for emergency situations. If a parent knows that they are going to be late to pick up, please call the office to let them know.
8. At the end of the day, please wait for your child outside the school. We have an increased number of parents coming in both the front and the back door and waiting in the hall. This is a safety concern for us as most staff are not able to identify if the individuals are parents or strangers.

THANK YOU FOR YOUR UNDERSTANDING. THIS WILL HELP US ATTEND TO OUR DAILY TASKS!

