



### McCaig Elementary

501 Northcote  
Rosemère (Québec) J7A 1Y1  
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[mccaig.schoolqc.ca](http://mccaig.schoolqc.ca)

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EDUCATION,  
A BILINGUAL  
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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD  
[www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)



Dear Parents,

I would like to take this opportunity to inform everyone about the new rules concerning the parent drop-off/pick-up area of our school. A number of new strategies have been put into place to regulate the parent drop-off/pick-up zone because of the problematic nature of the process. Please know that we are making these efforts because the safety and security of your children is our priority. As you probably know, I have already sent out several memos to parents regarding our student arrival and dismissal procedures but issues continue to exist. It is very important that we all work together and adhere to the rules that are outlined below.

**In the morning**, parents using the drop-off zone must PROCEED IN A SINGLE FILE ONLY and slowly pull up along the sidewalk. Students must exit the vehicle from the door on the sidewalk side of the roundabout. Students are to walk along the sidewalk, pass through the gate of the new fence and proceed towards and through the large, main gate of the school. Parents must remain in their vehicle. Do not park or leave your vehicle unattended in the roundabout, except in the spots reserved for parking. The handicapped parking spot is only for vehicles with a visible handicap permit. The roundabout is an area to drop-off your children quickly and safely; if it is necessary for you to give last minute instructions to your child, if you are too early or you desire to assist, walk him/her to the gate etc., please park your car across the street in the Rosemère High school parking lot.

Morning main gate supervision of the children by McCaig staff is from 8:45am to 8:55am. All child waiting at the main gate before 8:45am must be accompanied by an adult. If you drive your child to school, please make sure to drop off your son/daughter at school no later than 8:55am. At 8:55am, the main student entrance gate is closed, as is vehicle access to the drop-off zone. If you arrive after 8:55am, you will need to report with your child to the front office and sign your child in with the secretary. Please note that because of other duties the secretary will only process late students after 9:00am.

**Please respect the crosswalk.** Do not park on the crosswalk; do not back up into the crosswalk. Please drive extra carefully and respect the speed limit in the school zone. The speed limit in this area is 30 km per hour. **Please do not park in or near the entranceway to the roundabout or the entranceway to the bus parking and do not double-park on Northcote.** The safety of all of our students should be everyone's priority. Vehicles are not permitted in the bus zone area at the start and end of the day. This area is restricted to students and staff only. Parents are not allowed to park in the staff parking lot to drop-off their children at the beginning of the day or to pick up their children at

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dismissal. The Rosemère parking lot is always available for both drop-off and pick-up.

We have had police presence at the parent pick-up area on more than one occasion already this year, at my request, and it seems to have a temporary impact before old habits return. I had another conversation with the Rosemère community police officer today regarding this issue. The police will once again be present at the crosswalk and other nearby areas. They will issue tickets to offenders.

**At the end of the day**, all parents must remain behind the new fence in the roundabout area. The roundabout is closed to all vehicles during dismissal. Only those students who are being picked up by a parent or who are walking home will **exit** through the large main gate. Teachers on dismissal supervision will release students being picked up by a parent, one at a time through the two gates in the new fence, only once visual contact has been made.

Students taking the bus home will exit through the front door and day care doors of the school, depending on their grade level. Kindergarten students dismiss earlier than everyone else does; they will be escorted by their teachers through the front door. The teachers will make sure the kindergarten students taking a bus are loaded and then will continue to the roundabout area where the remaining kindergarten students will be released through the gate in the new fence to parents waiting at pick up. Kindergarten parents must wait in the roundabout to receive their children.

Please discuss these rules with anyone who will be picking-up or dropping-off your child at McCaig so that they are familiar with them. I am certain by working together we can ensure the safety and security of the children. We are counting on your cooperation in this matter. Safety is everyone's responsibility.

Thank you,

Richard Mason  
Principal

Sarah Gauthier  
Vice-Principal