



McCaig Elementary

501 Northcote
Rosemère (Québec) J7A 1Y1
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mccaig.schoolqc.ca

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE

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UN AVENIR
BILINGUE



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD
www.swlauriersb.qc.ca

Dear Parents,

I would like to take this opportunity to inform/remind everyone about the rules concerning the parent drop-off/pick-up area of our school. A number of strategies are in place to regulate the parent drop-off/pick-up zone because of the problematic nature of the process. Please know that these rules are in place because the safety and security of your children is our priority. It is very important that we work together and adhere to the rules that are outlined below.

In the morning, parents driving in 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 between the drop off zone and the bus zone and proceed towards and through the large, main gate of the school. Parents must remain in their vehicle. Please drive slowly and 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 8:40am to 8:50am. When the bell rings at 8:40am, the main gate is opened and the children are invited to enter the schoolyard. Prior to 8:40am, a child waiting at the main gate is the responsibility of their parent.

If you drive your child to school, please make sure to drop off your son/daughter at school no later than 8:50am. At 8:50am, the main student entrance gate is closed, as is vehicle access to the drop-off zone. If you arrive after 8:50am, 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 crosswalks. 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.



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Vehicles are not permitted in the bus zone/daycare area at the start and end of the day. This area is for 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 dismissal at the end of the day. The Rosemère high school parking lot is available during both drop-off and pick-up.

At my request, we will have police presence at the crosswalk and parent pick-up area during the start of this school year. Unfortunately, experience has shown that this seems to have only a temporary impact for some before old, bad habits return. I had another conversation with the Rosemère community police officer today regarding this issue. Please be aware that the police will issue tickets to individuals who do not respect the school zone laws. That being said, it is up to each and every one of us to drive safely and follow the rules whether the police are present or not.

During dismissal, **at the end of the day**, all parents must remain behind the fence, in the roundabout area. The roundabout area 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 teacher 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 to parents waiting in the roundabout area. Kindergarten parents must wait in the roundabout to receive their children.

Please do not forget to discuss these rules with anyone who will be picking-up or dropping-off your child at McCaig so that they are also 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. Have a great school year.

Thank you,

Richard Mason
Principal

Sarah Gauthier
Vice-Principal