

Asalaam alaikum Dear Guardians,

We pray the start of the school year was as exciting and fulfilling as we all wanted it to be.

We all want what's best for our children, and are open to collaborate in order to improve and overcome all the challenges we may have with our traffic flow during arrival and dismissal. *Alhamdulillah*, from previous experiences, the traffic flow is getting better day by day as drivers and parents get used to the best time and routine of patiently dropping off and picking up students.

As we monitor daily the dynamics of our students, parents and vehicles' movements in and around the school, we will continue to introduce thoughtful improvements to our arrival and dismissal procedures hoping to reach an optimal state of **safe and orderly flow** of people and traffic.

Planning for expanding our parking and drive thru layout has been in the process for sometime, and we are working with the City to obtain the necessary permits to allow us to implement and construct the proposed changes in the near future *inshaAllah*.

For parents to understand the new changes and the rationale, please review these points and offer us any feedback through the following link:

<https://goo.gl/forms/vzBILJYDzuacEQ5s2>

Arrival in the morning:

- We have **extended our arrival time** to spread out the traffic during the morning arrival. All students should be dropped off at the Kiss 'N Ride area starting at 8:00 am until 8:30 am. Please be safe and drive slowly and courteously as staff are out there to help with the process. There's no need for parents to get out of their vehicles.
- For those students who need to be dropped off before 8:00 am, they have to sign up for the "before school care" at the office.
- For **safety reasons**, all OGS's doors are either locked or supervised by staff to help direct parents and students to the right space and procedures. All visitors are to wear visitor or volunteer badge while in the school. Staff may stop and verify visitors' identity and direct them to sign in the office when not wearing visitor badges.
- Parents of **preschool** children are the exception to this rule and they are to escort their children to the preschool rooms. Parents with preschool siblings are expected to drop off their older siblings into the designated drop off area with their classmates.
- After 8:30am parents are expected to park their vehicle in the parking lot, and escort their children into the school and sign them in at the front office. After this time, morning *duaa* and announcements would have started and there's no supervision in the Kiss 'N Ride area. All students and visitors are expected to **stand quietly during morning *duaa* and announcements** over the PA system.

JK/SK procedures:

- JK/SK children can be dropped off at the Kiss 'N Ride to the staff on duty, or dropped off at the enclosed playground across from the east door. This will help our JK/SK children to be more independent, and keep the school hallways safe and orderly, and give our teachers the opportunity to focus on getting ready for their long day. We recognize, encourage and appreciate the need for continuous dialogue between teachers and parents for the success and wellbeing of our children. Parents who need to speak to a teacher should book an appointment to avoid any disruption to the class while teachers are in session teaching or preparing.
- At dismissal time of JK/SK (starting 3:20 pm), all JK/SK students will be in the school foyer with their team of educators. Parents are expected to provide names of their children to the staff on duty at the school's front door and allow us the opportunity to call your children and bring them to you at the door. There's no need for parents to go inside the school and over crowd the foyer and hallways during dismissal. At 3:30 pm, JK/SK students can be picked up from the Kiss 'N Ride. They will be escorted by staff on duty until they reach your vehicle.

Grade 1-5 procedures:

- For grade 1-5 students, they will be in the company of their younger siblings during dismissal in the gym of OGS. All children can be picked up from the Kiss 'N Ride. For parents who parked their vehicles and want to pick up their children, all grade 1-5 students with their younger siblings will be dismissed from the gym east exit door to the outside of the school. Staff on duty is at the door to help announce your child's name. Please wait for your child, be safe and away from the Kiss 'N Ride traffic, line up along the side of the school wall, and avoid crowding the foyer or the gym doors.

Early pick up

- Those who want to pick up their children early, should sign them out at the office **before** 3:00 pm. Parents coming for early dismissal are expected to wait in the foyer for their children to come down. Having parents going to the classrooms will be disruptive to the class and other children.

If you have children attending both buildings:

- on arrival, you may
 1. drop off your children at both buildings using Kiss 'N Ride driveways.
 2. or drop them all off at OGS building and your older (grade 6-8) children should walk SAFELY on the pedestrian sidewalk around the parking lot to reach the east side of OGMS/OGHS building. For safety purposes, doors at the west side of the OGMS/OGHS building will always be locked.
- during dismissal you can either;
 1. Use the Kiss 'N Ride driveways to pick up your younger children first from OGS building then you can pick up your older children from the OGMS building.
 2. If you have parked your vehicle at the appropriate parking at either OGS or OGMS building, you can request the teacher on duty at the west side door of the OGMS building to dismiss your children in grade 6-8.

Late pick up:

- At 4:00 pm all students (OGS and OGMS), if they are not in a registered after school program, and who are not pick up on time will be moved to OGS's gym.
- If you have not registered your child(ren) in afterschool program, late pick up charges will apply **after 4:00 pm**.

Parking Lot Rules (between two buildings) :

- The parking lot is strictly for parking, and should not be used for dropping off or picking up students during arrival and dismissal.
- Please observe the parking lot one way traffic. All traffic which enters the parking lot should go in a circle to exit.
- Please be in and out quick so that other parents can utilize your spot as it will help alleviate congestion.

Kiss 'N Ride Rules:

- Please do NOT leave your vehicle unattended while using the Kiss 'N Ride driveways. The Kiss 'N Ride is a designated fire route and no vehicle is permitted to be parked.
- Please move forward as far as possible or as instructed by staff on duty.
- Never allow your children to cross the driveway to the outer lanes without proper help from staff on duty.
- Never back up your vehicle without assistance from staff on duty during arrival and dismissal.
- Be efficient and have your children get in and out of the vehicles with their backpacks. Please avoid having students drop items in the trunk at this time.
- Always have your children exit the vehicle on the curbside away from traffic.
- Exit to the right on Speakman Dr. when leaving OGS's driveway.

Carpooling:

- Please try to carpool or ride-share. We are appreciative of our Parent Advisory Council (PAC) for building and coordinating this online car pool system
<https://ogscarpool.blogspot.com/>

Please watch this PAC Traffic/Parking video:

<https://www.facebook.com/100010490042748/videos/826785124347815/>

At all times, help us ensure all our students, parents and staff are safe. Please drive slowly in and around the school, avoid honking on other drivers unnecessarily, and be considerate to our parents and neighbours.

We appreciate your all your support and efforts in the pick up and drop off process.

May *Allah SWT* protect all our children, parents and staff.

Jazakum Allah Khairan