

September 6, 2016

Dear Kindergarten/Grade 1 (Rooms 1-9 only) Parents/Guardians:

Last year, the Kindergarten team implemented a “line-up” routine that worked efficiently in order to ensure the safety of all of our children as they enter the school in the morning.

**Please walk your child around to the tarmac area at the back of the school, entering either from the right or left (follow the arrows) of the school. Before the bell, have your child line up according to the letter that corresponds to the teachers’ names on the chart below. (ie., Line A = Mrs. Schapansky).**

Please remember, however, that after your child has lined up with his/her peers, parents and caregivers (and strollers) must **remain BEHIND the double “Drop Line” and wait** until all the children have walked with their class into the school, in order to ensure it is a smooth process. It is imperative that the teachers are able to see all of their children at all times while walking together – please do not cut in front of lines that are moving, or block walkways. *It is also important that children are not left unattended in the morning.*

G	JK/SK- Rm 9 – Lencz / Aviles	Parent waiting area
F	JK/SK- Rm 8 – Van Andell / Shilliday	
E	JK/SK - Rm 7 – Tattersall / Cleasby	
D	JK/SK - Rm 6 – Cardwell / Hamilton	
C	JK/SK - Rm 5 – Armitage / Jiang	
B	Grade 1 - Rm 3 – Ms. Gray	
A	Grade 1 – Rm 2 – Mrs. Schapansky	

**WALL – Grade 1 - Rm 1 Mrs. Unsworth**

#### *School Building*

At dismissal time, Kindergarten students need to be released individually to a parent or designate caregiver. Grade 1 students are dismissed as a class at the front YMCA door. Please ensure you are not late to pick up your child at 3:00 pm dismissal. We truly appreciate your cooperation and understanding as we work together to ensure the safety of all of our Kindergarten children. Thank-you!

Sincerely, Ms. Brown, Principal and The Kindergarten Team!