



## Procedures for the Safe Arrival / Departure of Students

Effective September 8, 2020

Dear Parents / Guardians,

Please review the information below with your child(ren):

1. **Bus/taxi students** will continue to be dropped off directly in front of the school on the 'loop road'. Students will proceed to the back of the school on the sidewalk along the East side of the school (past OWL Childcare). The sidewalk along the West side of the school is closed to student traffic.
2. Students **walking to school** in grades 1-8 will need to follow the Broom Street sidewalk to the East side of the school and proceed to the back of the school on the sidewalk (beside the new parking lot).
3. Parents/guardians **driving their children** to/from school must use the new parking lot. We are implementing a '**Kiss & Drop**' process. Drivers can drive around the perimeter of the parking lot, and stop parallel to the sidewalk. Students should exit on the sidewalk side of the vehicle, and walk along the sidewalk to the school yard. Drivers should remain in their vehicle. Staff supervisors will assist students out of the vehicle, and direct foot traffic. Please note there is no parking or stopping along Broom Street according to North Dumfries Township bylaws.
4. **NEW** ~ Parents/guardians of students in the **St. Brigid Extended Day Program** are asked to park their car in the parking lot for **child drop off and pick up**. Staff are keeping parking spots open in the first row specifically for WCDSB Extended Day families. Please do not park parallel to the curb in front of the bike racks as these spaces are leased by OWL Childcare and are reserved for their families. We now have controlled entry for the Extended Day Program. Families will need to ring the doorbell / buzzer at the entrance across the asphalt (near the gym door entrance). Extended Day students in Gr. 1-6 will be accompanied by a staff member at 8:20 AM for supervision and students' transition from the gated area to the back of the school.
6. Parents/guardians of students in **Owl Child Care** need to enter the new parking lot and use the parking spaces, parallel to the curb, on the East side of the school for **child drop off and pick up**. **OWL Child Care drop off / pick up** is through the side entrance on the East side of the school (closer to Northumberland Street).
7. Please note that only **staff members and students are allowed on the school yard** for safety and monitoring. Parents/guardians are to remain on the sidewalk and/or edge of parking lot for drop off / pick up of their child(ren). Thanks for your understanding and cooperation.

Please ensure this information is shared with anyone else that you have designated to drop off / pick up your child(ren). Contact the school if you have any questions/concerns regarding the revised procedures for the safe arrival / departure of students.

Sincerely,

Cathy Kuntz

Principal

# NO STOPPING / PARKING ALONG BROOM STREET (BYLAW)

Broom Street

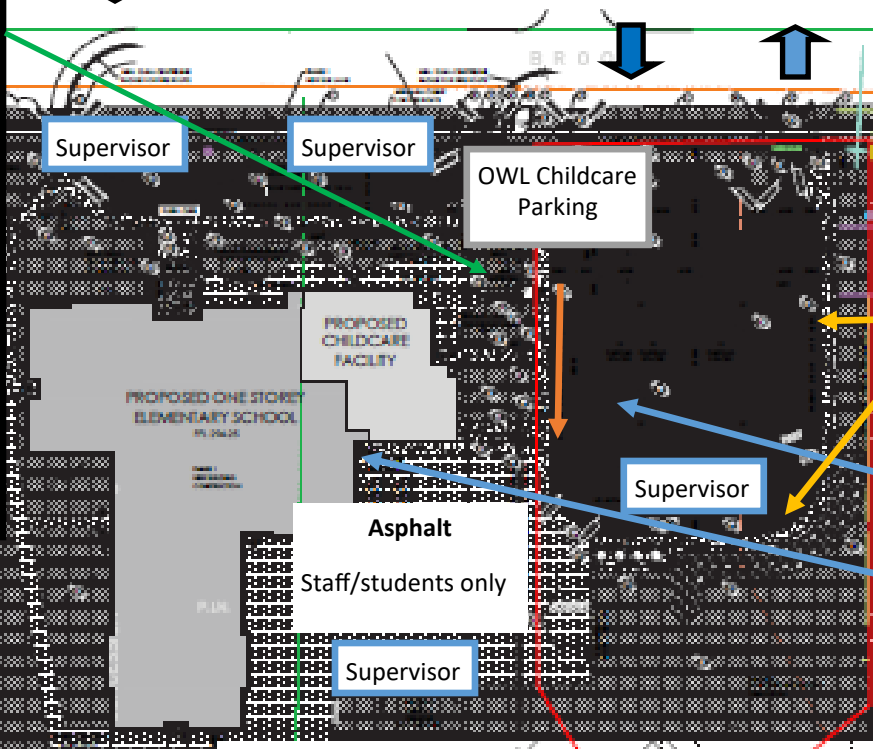
Northumberland Street

Nith River Way

**'Loop Road'**  
Bus / Taxi Access  
Emergency Vehicles

Parents driving their children to school, can use **'Kiss & Drop'** process or park in marked parking spaces

Students walking or biking along Broom Street to school in grades 1-8 enter the school yard by using the sidewalk along the East side of the new school.



**Extended Day Program**  
Families park car in first row of parking spaces  
Ring buzzer at gym entrance door and proceed to room 128

