



OTTAWA-CARLETON DISTRICT SCHOOL BOARD

Manotick Public School
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April 2, 2013

RE: Important School Safety Reminders

Dear Parents/Guardians,

As we head into the final months of school, I want to take this opportunity to reiterate with our school community a few safety procedures we have in place here at MPS.

The Parking Lot - The parking lot is not to be used for student drop off and pick up during the beginning of and the end of the day. When you are dropping off or picking up your children, please use West River Drive to park and then walk your children onto the yard. There will be a sandwich board style sign placed in the parking lot each morning as a reminder. The parking lot is to remain for the use of staff, volunteers, and visitors to MPS.

School Access—All adults/parents entering the building are required to check in at the main office. If an adult/parent is volunteering, a visitor badge will be given to indicate that a sign in at the office has been made.

Late Arrivals—If a student arrives late to school (you are late if you are not in class when O' Canada starts playing at 8:22), please come to the office so a late slip can be obtained. From there, students can head to class after saying good bye to their parent(s). This 'Kiss n' Gó' routine will foster independence in our students.

When we all follow these procedures, we will make MPS as safe as possible for all our students, staff, and community.

Yours in Education,

Andrew C. Nordman
Principal

Educating for Success – Inspiring Learning and Building Citizenship

Principal: Andrew C. Nordman
Office Administrator: Mary Jane Hurdman
Chief Custodian: Jeff Brouse

Superintendent of Instruction: Peter Gamwell
School Council Chair: Rob Maxwell
Zone 1 Trustee: Lynn Scott