

Date: September 13<sup>th</sup>, 2024

التاريخ: 13 سبتمبر 2024

Circular No:17/ AY 2024-25

Subject: New Dismissal Procedure Starting Monday, September 16th

Dear Parents and Guardians,

We are pleased to announce new dismissal procedures that will take effect starting Monday, September 16th. These changes are part of our ongoing efforts to enhance safety and address the feedback we have received from parents.

#### Dismissal Procedures:

- Car Pick-Up for Boys (Grades 6-12): There will be no changes; the current procedure remains in place.
- Grades 1, 2, and 3: Students will be released from their classrooms at 2:30 p.m. for car pick-up.
- Grades 3F and 3G, and all Grades 4 and 5: Students will be collected from the gym at 2:30 p.m.
- Grade 6-12 Girls: Students will also be collected from the gym at 2:30 p.m.
- Bus gate will be opened to ensure parents have extended parking at 2:30 p.m.

#### New Class Signage:

- Class Signs: New class signs will be placed on the floor in the gym to assist with the line-up.
- Grades 3, 4, and 5 will be positioned at the front.
- Middle and high school (Grades 6-12) will be positioned at the back.

We are continuously working to improve our dismissal procedures and ensure the safety of all students. Your suggestions and feedback have been invaluable in making these updates.

Thank you for your support and cooperation as we implement these new procedures.

Yours sincerely,  
Dr. Antoinette Brown  
Principal Director



نشكر لكم دعمكم وتعاونكم أثناء تنفيذ هذه الإجراءات الجديدة.

وتفضلوا بقبول فائق الاحترام،

الدكتورة أنطوانيت براون

مديرة المدرسة

