



# PARKLAND PUBLIC SCHOOL

18 Coxworth Avenue  
Markham, Ontario  
L3S 3B8

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Lisa Leoni  
Principal

Susan Palmer  
Vice Principal

Monday, January 20, 2014

**Re: School Front Door Security – School Doors Locked**

Dear Students, Parents/Guardians,

I am writing to inform you that **beginning Monday, February 3, 2014 our school doors, including the front door, will be locked at 8:45 am** (15 minutes after the morning bell rings). The doors will remain locked for the rest of the school day. All visitors, including Board staff, parents and guardians, will be required to buzz-in and sign-in at the main office.

To access the following programs or activities, please follow the outlined procedures:

<b>PROGRAMS/ACTIVITY</b>	<b>PROCEDURE</b>
Family Day Care Services	Use day care doors/entrance. <b>KNOCK on the door</b> to connect with day care staff.
Before and Aftercare program (offered through Family Day Care Services)	Use day care doors/entrance. <b>KNOCK on the door</b> to connect with day care staff.
Early Years Drop-in Program - room #129 Offered daily from 9:00-11:00am (run by Family Day Care Services)	Use the separate exterior doors for entrance into room #129 <b>KNOCK on the door</b> to connect with day care staff. <i>OR</i> Use the front doors of school. <b>BUZZ to be connected to the office</b> to request entry.
Dropping lunch off for your child	Use the front doors of school. <b>BUZZ to be connected to the office</b> to request entry.
Adult ESL Classes - room #104 Offered daily from 9:00-11:00am	Use the front doors of school. <b>BUZZ to be connected to the office</b> to request entry.
All parents, visitors, volunteers, students, staff, teacher candidates, board staff, community partners, delivery personnel.	Use the front doors of school. <b>BUZZ to be connected to the office</b> to request entry.
All after school and weekend permit holders.	Use the front door of school. <b>BUZZ to be connected to the caretaking staff</b> to request entry.

Our school continues to be a safe place where we welcome and encourage parent and community member involvement. This additional step will enhance the measures we already have in place for student and staff safety, and ensure that all visitors sign in at the main office. If you have any questions, please contact our main office.

Sincerely,

L. Leoni  
Principal

S. Palmer  
Vice-Principal