



Windham Ridge Public School

32 Red Cardinal Trail, Richmond Hill ON L4E 3Y4

Tel.: 905-773-5443 Fax: 905-773-3451

New Entry Procedures

There are only a few days left before the February 3rd date when ALL school doors, including the front doors, will be locked 15 minutes after the morning entry bell.

To help with these new measures, we ask that you try to ensure that your child is prepared for the day with all required items (agendas, homework, instruments, shoes, appropriate outdoor wear for the weather, and their lunch) so that unnecessary trips to the school and interruptions are not required.

The doors will remain locked for the rest of the day. Anyone arriving at the school after that time must buzz in and wait to be admitted to the office to sign in, as per our regular sign-in procedures. The office is a busy place and the office staff must answer each buzz-in call individually while continuing to work and answer phone calls. Please be assured that we will do our best to respond to the buzzer as quickly as possible. Your understanding and patience would be greatly appreciated, as we may be on another line or attending to a child's well-being.

The buzzer, as shown here, is located to the right of the front doors. You will push the "call" button, the office staff will then see you on the inside monitor and will ask you to identify yourself.



Lunch Drop-off

At Windham Ridge many parents or grandparents drop off hot lunches. As you can imagine, the volume of calls to enter the building right before the lunch hour would be an unreasonable amount of calls for our office staff to manage. In an effort to support our families and office staff, we recommend that each child come to school in the morning with their lunch already packed. Should you wish to continue a daily drop off of your child's lunch, we ask that you please plan to arrive right at the dismissal bell of 12:30pm, place the lunches (already labelled with the child's name) on the table provided in the main foyer then exit the building through the front doors. Please note that students will not be allowed to exit the building to retrieve a lunch from a parent or grandparent waiting in a vehicle unless they are leaving for the whole lunch hour as per their regular routine.



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Extra-Curricular Activities

Staff running extra-curricular activities after school will supervise the students exiting the building. Parents/guardians will be expected to wait outside until the students are dismissed from the activity/practice occurring. The office closes at 4:00 pm and staff will not be available to buzz parents/guardians into the school unless prior arrangements have been made with a staff member or coach.

Before and After School Program

Parents/guardians who have children in the before and after school program will continue to use the side door in the morning to drop their child off at the YMCA. To access the YMCA after-school care program, parents/guardians will need to use the front door security system. Please use the call button located at the right of the front door, and YMCA program staff will let you into the building.

Our school continues to be a safe place where parent and community member involvement is welcomed and encouraged. This additional step will enhance the measures we already have in place, and ensure that all visitors sign in at the main office upon arrival.

As always, we continue to work together for a smooth transition. Thank you for your ongoing support.

Sincerely,

Véronique O'Malley
Principal

Athena Loopstra
Vice-Principal