



TOMKEN ROAD MIDDLE SCHOOL

September 9th, 2014

To: Parents/Guardians of Tomken,

Re: **Morning Drop off & After School Pick up – Safety Concerns**

With the high volume of traffic including cars and buses each morning and afternoon, it is important for safety reasons that we communicate the drop-off and pick-up system for students at our school.

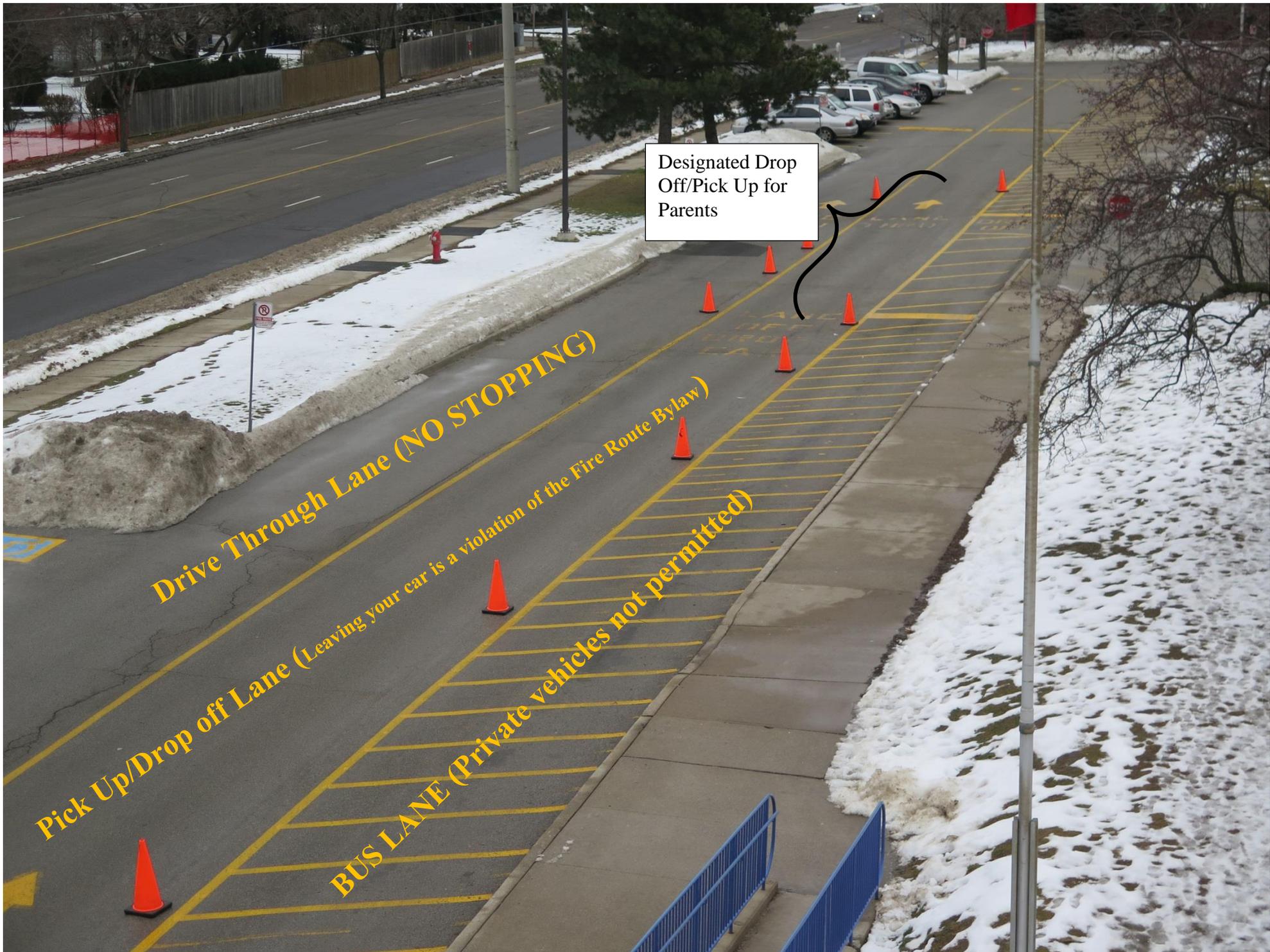
Please follow these guidelines:

1. The lane closest to Tomken school is marked as a bus lane and should remain clear of all traffic at all times, with the exception of school buses.
2. The **middle lane** is the “**Drop Off/Pick Up**” lane you as a parent will use the most. When you are **dropping off or picking up** a student, you should remain in your car while in the centre lane.
3. When **dropping off** a student, the student remains in your vehicle until you reach the "**drop-off zone**", which is the **area located between Tomken North and Tomken South building**. Students are not to get out of vehicles unless in this area or as directed by a staff member. *There will be 2 staff members present to assist with this process.*
4. When **picking up** a student, please remain in your vehicle at all times and proceed in the centre lane until you reach the "**pick-up zone**", which is the **area located between Tomken North and Tomken South building**. Students are to board vehicles in this area only, they are not to cross the “Bus Lane”. *There will be 2 staff members present to assist with this process.*
5. The far left lane is to be left clear for through traffic only. **Do not** park, stop, drop off, or pick up in the left lane.
6. Short-term parking is available in spaces at the front of Tomken North and the Tomken South building, or at the back of the South building.
7. The **gate** at the **back of Tomken South** will be **closed** during drop-off and pick-up times to ensure student safety. All parents must use only the Tomken South parking lot for additional drop-off and pick-up needs.
8. *At no time should you attempt to change lanes from the “Through Lane” into the “Pick Up/Drop off Lane”. On rainy days or extremely cold days please be aware that there will be a higher than normal volume of cars at Tomken.*
9. *As a possible alternative make use of Flagship Drive, Homeric Drive, or McCarthy Court (which is off of Rymal Rd) for the morning drop off or after school pick up. Arranging a spot at these 3 side streets will alleviate congestion and allow you to save time. It is healthy for students to walk so please encourage them to do so.*
10. *Tomken Staff are outside to ensure the safety of all students. Staff can be recognized wearing an orange safety vest. Please follow their instructions while dropping off/picking up your child.*
11. **Be Patient. We are trying our best to coordinate over 300 cars per day so students are safe.**

Safety of all our students is our priority. If we all do our best to follow the guidelines listed above, traffic should flow in an organized and safe fashion. We thank you in advance for your co-operation.

Mrs. D. Gordon
Principal

See map on reverse side.



Designated Drop Off/Pick Up for Parents

Drive Through Lane (NO STOPPING)

Pick Up/Drop off Lane (Leaving your car is a violation of the Fire Route Bylaw)

BUS LANE (Private vehicles not permitted)

NO PARKING on
Flagship Dr. WEST
of Tomken



Pick up/ Drop Off on
Flagship Dr. East of
Tomken is permitted



Alternate Pick up/
Drop Off Side Street



Pick Up/ Drop Off
Designated Area



Parents are not to
drive into Staff
Parking lot Area

Laneway to
McCarthy Court

