

Dear Parents of TCS,

We need your assistance in a few areas so we can continue to provide a safe and caring environment here at Trinity Christian School.

1. **The Rocky Mountains at the Wingate** - Although the large piles of snow at the Wingate are a child's delight, we do have some safety concerns. The mounds have become extremely slippery as the snow melts and refreezes. We are concerned for students slipping and injuring themselves. Additionally, we are concerned that a student could slip between a mound and we would not know they are there. Parents, we would love your assistance in gathering your children right away when they come to the parking lot so we know they have made it safely to you. It is often a real challenge for our supervisors to know whose parents are there and whose are not when it is time to return unclaimed children to the school.
2. **School Hours** - TCS is open for children to be at school from 8:00 am to 3:45 pm. Your children are our responsibility during these hours while they are on the school property.
  - a. When children arrive between 8:00 am and 8:15, they are supervised outside at the playground. If the weather is not suitable to be outside, we will let them wait in the bootroom (-20 outside, pouring rain, etc.)
  - b. The doors open at 8:15 am and classes begin at 8:25 am. Students will be marked late if they arrive after classes begin at 8:25 am.
  - c. All children are to be picked up by their parents by 3:45 pm. The only exception is for students who are involved in an extra-curricular activity as they are then supervised by their coaches.
3. **Parking Lot** - Thank you so much for your cooperation in our drop off/pick up lanes at TCS and at the Wingate. We have received notice from the Atrium 6 building owners (the shared building with our elementary classes) that we need to pass along to you. We have created a diagram outlining our TCS stalls so you are well-informed of where we can and cannot park. Please open the attachment to view the diagram or visit our website at <http://www.tcskids.com/contact/parking-and-pickup-procedures> . Please note that all of the parking stalls along the West side of our parking lot belong to Health Plus and we cannot park there at any time, even just to drop off students. Additionally, we are not to park or drop off/pick up in the parking lot of the Atrium 6 building. We used to have a few TCS stalls over there, but we no longer do as they were moved to our main lot. We greatly appreciate your help in assuring our partnerships with Atrium 6 and Health Plus stay positive and respectful. Please see the note below we have received from Landsdowne (owners of Atrium 6). If you have any question, please let us know.

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*Memo: All Tenants of Atrium VI*

**Re: Atrium VI Parking**

*It has come to our attention that a number of Atrium VI parking stall holders (some LEV employees included) are getting displaced from their stalls by individuals who park indiscriminately. It has been noted that some of these individuals may be employees of building tenants. Unfortunately, our parking lot is fully subscribed and there is no additional parking.*

*Tenants are requested to make sure their employees park only in the stalls designated for their company and that clients and guests park in the visitor parking spots or on the street. We also ask that employees refrain from using the limited number of visitor stalls. In light of the snow accumulation this year, we also request your cooperation in ensuring that you park your vehicles in consideration of your neighbouring stalls.*

*Please be advised that starting **Monday, January 20<sup>th</sup>**, Lansdowne will enforce a strict policy that will find illegal parkers' vehicles tagged and towed by the Calgary Parking Authority. In connection with this policy, all tenants are required to submit the make, model and license plate numbers of all cars that are authorized to park in their designated spots as soon as possible.*

*Thank you in advance for your cooperation and assistance.*

*Sincerely,*

**LANSDOWNE EQUITY VENTURES LTD.**

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Thank you for your assistance in all of the above matters. As we continue to grow our TCS community, our desire is to create a caring and safe environment for everyone.

*Michelle Duimel*

Vice-Principal

Trinity Christian School

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