



RE: Modular Classrooms

Dear Grade 4 & 5 Parents:

For the 2018-2019 school year, the Grades 4 and 5 classes will be located in the modular classrooms adjacent to the main building of the school.

For security purposes, our external doors remain locked at all times. Therefore, a card access system to enter the modular unit or re-enter the main building is in place. All students are required to carry their card with them for the entire school day. **Without this card they will not be able to access the modular unit.**

In the event that a student does not have a card on her, she will have to wait in the main building hallway until a staff member or student passes by. A buzzer has been placed outside of the main building so that students are able to call for access into the main building only. This should be utilized only in case of an emergency.

**There is a \$15 deposit to receive the card.** This card is rented by the student and will be used for the duration of their time in the modular unit. If a card is lost, the school must be notified immediately so the card may be deactivated. As well, the student will forfeit the deposit and need to rent an additional card for \$15.

At the end of a student's time in the modular unit, the access card may be returned for a **\$10 refund.** In order to receive the money back, the access card must be in good working condition and not customized or decorated in any way.

It is advisable that you purchase a lanyard so that your daughter can have the card on her all day. It is also permitted that a small, removable label with only the student's name be placed on the card.

Please ensure that for the safety and well-being of your daughter, she has her key card before she leaves for school every day.

**In order to ensure efficient distribution of the key cards, you may pick up your daughter's card at the school's reception desk during the week of August 27, as well as on Monday September 3, upon remitting the \$15, cash only please.**

Mrs. H. Schechter  
Menaheles

Mr. A. Komlos  
General Studies Principal