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August 28<sup>th</sup> , 2023

Dear Parents/Guardians,

I am writing to bring your attention to strategies that have been implemented to help alleviate the congestion, in front of the school, during peak drop off and pick up times. At Royal Bay Secondary we strive to create a safe environment for students, staff and the community at large.

As you may be aware, two portables have been installed in the staff parking lot. This has resulted in the loss of a number of staff parking stalls and one of the exits to this lot. With over 150 staff members and only 130 parking stalls available, we encourage all members of our school community to consider alternative transportation options, such as walking, taking public transport, or cycling to school whenever possible.

For students who drive to and from school, we have a **mandatory** vehicle registration process in place to ensure safety and management of parking. All students with vehicles are required to complete the [ROYAL BAY DRIVER AND VEHICLE REGISTRATION FORM](#) (link can also be found on the Raven's App and the RBSS website) and obtain a parking decal from the office. This decal must be displayed on their windshield to park on the school premises, in the student lot.

To address the after-school traffic congestion, we kindly request your cooperation in considering the following suggestions:

1. **Choosing Alternative Meeting Spots:** We ask that you make arrangements with your student(s) for a meeting spot other than the staff lots and the front of the school. Please note that parents are NOT permitted to park in staff lots.
2. **Arriving at 3:30 PM Mon-Thur, 2:30 PM Fri:** If you are picking up your students after school, we suggest arriving 10 minutes after the bell to allow time for the majority of students to clear the building and use the crosswalk. This will help alleviate congestion during the peak dismissal period. We understand that time may vary for each family, but arriving a bit later can significantly ease the traffic situation.
3. **NO Idle Zone:** While waiting for your student, turn your vehicle off.

We greatly appreciate your understanding and support as we work together to address the parking challenges at our school.

Thank you for your cooperation and involvement in our school community.  
Sincerely,

RBSS