

As Salaamu Alaikum Dear Parents,

Alhumdulillah we are finally moving to our new center! We are all very excited and look forward to using our new facilities for the school. We thank all of you for your support, efforts, duas, donations and hard work that has made this dream come true for the community. May Allah bless each and everyone of you and your families.

We are now blessed to have such a beautiful facility and it will take the entire community to make sure it stays this way. The school will play a key part of the new center and we all have to feel special we have been given this opportunity by Allah (swt) to be a part of this. We have always worked as one team and will now need to even work harder in the new center to make sure all the guidelines are followed by the Administration, staff, children and parents.

We really need everyone's commitment, patience and dedication to make sure we are able to manage the school in the new facility. This will be a change for all of us and Insha Allah we will work together to make sure everything runs smoothly. We ask that everyone do their part and please read and learn the guidelines, so we can avoid any issues.

We need to maintain a strict code of discipline to ensure the safety of the kids. We want the center where kids can come and have fun, learn as well be safe. We also need to do our own part in making sure the center is kept clean and lead by example. We are also taking measures to have hired professional security guards during school hours. In today's world, we felt this extra added security measure was necessary.

We welcome you to the new center and hope and pray you will work with us to enforce the guidelines and discipline we have put together. I know as parents you are excited but we ask if you want a tour of the facility it is done after dhur and not during school hours. We have included a map of the center being used by the school to help guide you. The first few weeks will be a transition period so we ask everyone to be patient as we work things out. Insha Allah we ask Allah to help us, guide us and make us successful in the new center.

As our Imam Mendes advised us, "the community must be more beautiful than the mosque".

Jazak Allah Khair,

MCGP School Administration

admin@mcgpschool.org (We have a new e-mail address!)

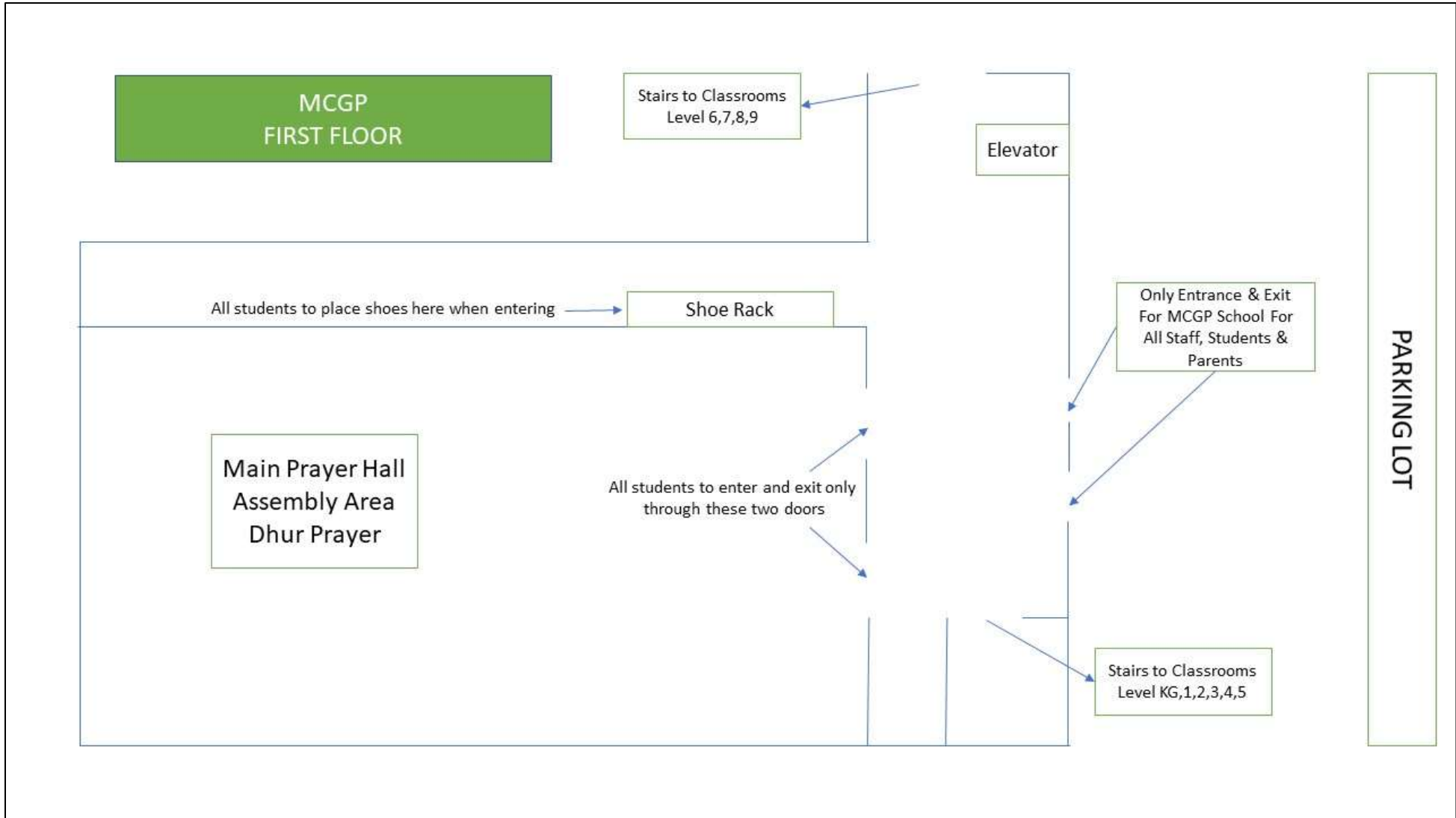
www.mcgpschool.org

PLEASE TEXT THE NUMBER 33222 WITH THE MESSAGE mcgpschool to subscribe to our new text message alerts and updates for the school.

MCGP School – New Center Guidelines

- These guidelines are for the first 3 – 4 weeks until we get fully settled in. We will be sharing a more detailed handbook for the school to be used in the new facility.
- First Day (March 24th): We ask parents to please arrive early at least by 9:30 AM – 9:45 AM so they can park in the parking lot and then walk their children to the building. All parents are highly encouraged to join us for the first assembly on March 24th to learn about the new center.
- Allow yourself time in the morning to get into the location. The traffic patterns are still new to most people, and everyone is still getting accustomed to it. Do not speed or rush for your own safety and the safety of everyone around you.
- Assembly
 - All parents and children should enter through the main doors facing the parking lot.
 - All parents and children should place their shoes on the shoe rack on the right side of the entrance. No shoes are to be on the floor.
 - Children should enter the main prayer hall and sit according to class, boys on the left and girls on the right (similar to current routine). Level KG and Level 1 in the front lines and continuing up till to Level 9.
 - At the end of assembly, all first period TA's and teachers should line up at the entrance.
 - Br. Murad will call the grades by level and the teacher needs to walk their level to their classroom. The teacher should do this together with the TA and ensure students go directly to their class under their supervision.
 - There are two staircases that students and staff will use to go upstairs. The elevator will not be open for general use! Use of the elevator will be for a documented special need and will need to be approved by the administration.
- Staff
 - All staff members need to wear their name tags/badges during school hours. This is your identifier for being allowed on the second floor during school hours. If you misplace your badge, you must inform the administration ASAP to replace it.
 - Never allow more than 1 child to leave your class for a bathroom or water break. Any student that leaves for a bathroom or water break should return in no more than a few minutes. If student is taking longer or does not return for a long period of time, immediately send the TA to look for the student or inform the admin.

- For younger grades, a TA must accompany the child to show them where the bathroom is and can wait for the student outside of the bathroom so they can walk them back to class.
- Parents
 - No side doors will be opened for any students or parents. Only the main entrance is to be used.
 - At no point during school hours are parents allowed in the classroom or roaming the halls. If a parent wants to view the classroom, please ask them to arrange a tour after dhur.
 - We will no longer allow parents to pick up kids directly from the classroom. All parents must come to the office and show Phot ID to Administration. They must be registered to pick them up in Quickschools. We encourage all parents to update the QuickSchools parents information if they have not. They will be asked to sign out the student and a member of the admin staff will accompany them to the classroom and inform the teacher.
 - Parents must pick up their children by 1:45pm. Dhur prayer is a mandatory part of Saturday School. All children will be escorted by their 3rd period teacher to inside the main prayer hall. The parent will need to come inside the masjid at the to pick up their children. Students will not be able to exit the building without supervision prior to Dhur prayer.
- Break
 - All 2nd period teachers will walk the students from their class to the cafeteria for break. When break ends, the 3rd period teacher will walk them from the cafeteria to the classroom.
 - No students are allowed to be anywhere except the cafeteria during the break period. All teachers and staff will be monitoring the hallways, first floor and other areas to ensure students are not roaming in other areas.
 - There should be no eating or drinking allowed inside the classroom.
- End of Day
 - All 3rd period teachers will walk their kids down to the main prayer hall for dhuhr prayer.



MCGP
FIRST FLOOR

Stairs to Classrooms
Level 6,7,8,9

Elevator

All students to place shoes here when entering

Shoe Rack

Main Prayer Hall
Assembly Area
Dhur Prayer

All students to enter and exit only
through these two doors

Only Entrance & Exit
For MCGP School For
All Staff, Students &
Parents

Stairs to Classrooms
Level KG,1,2,3,4,5

PARKING LOT

MCGP
SECOND FLOOR

Admin
Office

Faculty
Lounge

Bathrooms

Elevator

During break and after break all students
Level 8 & 9
must enter and exit from this entrance

Level 6

Level 8

Level 9

Level KG

Level 3

Level 1

Level 4

Level 2

Level 5

Cafeteria –
Break Time

During break and after break all students
Level KG,1,2,3,4 & 5
must enter and exit from this entrance

Level 7

All students Level KG,1,2,3,4 & 5
must enter and exit from this entrance
after assembly and at dismissal time.

Stairs to Classrooms
Level 6,7,8,9
after assembly to go to
class and at dismissal
time to come to main
prayer hall

Stairs to Classrooms
Level KG,1,2,3,4,5
after assembly to go
to class and at
dismissal time to
come to main prayer
hall

