

Dear Parents:

Our first day of school is [September 7](#). We need your help to comply with the following:

1) Everyone should only enter the building thru the main entrance from Oceania Street, please do not use the back door or the side doors.

2) This year, the school will strictly implement the students' punctuality and attendance policy. Also, parents must abide the traffic rules system. Please be sure to cooperate fully!

3) Classes start at 9:00am promptly. There is a good amount of parking spaces if you arrive at the school before 8:45am. If you reach the school at 9:00am, you are already late. Please be advised that students must **be seated in the classroom by 9:00am**. Frequent late arrivals will be communicated and advised by the School Counseling Office. If there is no improvement, the school reserved the right to withdrawn the student from school. Please be sure to check school regulations on our website: [www.nytcschool.org](http://www.nytcschool.org)

4) For the safety of students and everyone, we asked all students and parents obey instructions from traffic safety volunteers. Please use the pedestrian crosswalk with your children, or obey instructions from traffic safety volunteers. Please be patient as safety is most important. Please arrive school early to allow extra time to park your car. We have reserved spots marked as **Drop off Zone** for your convenience during the morning to unload students. Please be aware that any car park in the drop off zone will be immediately towed away at your own expense. **New traffic law strictly prohibits double parking on Oceania Street.** Violators will be immediately towed at your own expense as well. In order to maintain the safety of the public and the reputation of the Tzu Chi Academy, we reserved the rights to withdrawn the student from school of a repeat offend parents.

5) Students are required to wear white Tzu Chi uniform shirts with long navy pants. Shorts or other color long pants are not allowed. Please do not wear slippers nor flip flops.

6) For those new students who have not received their uniforms, please wear a WHITE t-shirt/polo shirt on the first day and arrive at **8:30am** to pick up the uniform at the basement cafeteria.

7) Upon entering the school, students should proceed immediately to their assigned classroom. Please check the school website [www.nytcschool.org](http://www.nytcschool.org) for classroom assignments. If you cannot find your child's name and classroom on the website, please arrive 20-30 minutes early and inquire at the information booth outside the Office (Room#121).

8) All parents are required to attend the back-to-school meeting in the auditorium after dropping off students. The meeting will start at 9:30am and last about 1-2 hours. In addition to introducing our administrative team, there are some important policies that require the cooperation of parents. All parents must take the time to participate!

9) Parents should **ONLY** use the main entrance when leaving the building. Alarms will be set-off if any of the back or side doors are opened. This will cause major distractions to students and teachers. Please comply with this request.

10) Please arrive promptly to pick up students after class. For dismissal time and existing doors, please refer to the school website: [www.nytcschool.org](http://www.nytcschool.org)