

## **Parking Policy Update (Revised: August 29, 2022)**

Dear Parents,

It has come to our attention that our designated parking on Duncan Street has been changed to a no-parking zone. I am not sure when this changed occurred, most likely in the past 2 years during the pandemic but we are in the process of working with city officials to rectify this issue.

We still have our designated drop-off and pick-up area the city has granted us from 6:30-9:30am and 4:30-6:30pm on Simcoe Street (refer to map below). For the consideration of other families, please try to keep parked times short as possible.

Please note that there is also a 20-minute delivery zone on the west side of Duncan Street between Richmond and Queen Streets.

If you do obtain a parking ticket when picking up/dropping off your child, there is a good chance you could have the ticket reduced by visiting the Metro Hall Administrative Penalty System (APS) Department. If you received a ticket due to our designated parking areas are occupied by construction then it is a good idea to take photos to support your claim. Please feel free to come to the office to inquire on what to do when a ticket has been received.




Thank you for your patience in this matter. We are always working to make your drop-off and pick-ups as convenient and safe as possible. Please feel free to speak to me about your questions, concerns and/or feedback.

Sincerely,

Manpreet Sidhu  
Supervisor

# DROP-OFF/PICK-UP ZONE INFO



-  Allowable pick up and drop-off zones
-  Pay parking
-  No parking areas