



சங்கமம் தமிழ்ப்பள்ளி

Sangamam Tamil School

(A volunteer based non-profit 501(C) tax-exempt organization)

42149 Greenstone Dr, Aldie, VA 20105

Email: reachus@sangamamtamilschool.org Web: <http://www.sangamamtamilschool.org>

STS Member Responsibilities (Rules of Behavior)

DOs & DON'Ts of School Facility Use

Facility Check In Time: 10.30 AM

Facility Check Out Time: 12.25 PM

DO drop your kid(s) sharply at 10.30 AM and pick up your kid(s) no later than 12.20 PM as we should leave the facility by 12.25 PM. This will be strictly enforced due to contract reasons with the facility (Parents).	DO NOT start any open flames to burn inside or outside the school building, including candles and incense.
DO wait until a teacher or volunteer arrives at the class when you drop your kid(s) in the classroom (Parents).	DO NOT let any child to enter or stay in the class without the teachers being there or without any adult supervision.
DO take pictures of the arrangement of furniture in the classroom when you arrive and be sure it is arranged the same way when you leave (Teachers, Hall Volunteers).	DO NOT allow students to use or move any papers, books, and other Loudoun County Public School classroom materials and equipment's. If equipment's are moved make sure they are in the original location before leaving the classroom.
DO supervise kids always in classrooms, hallways, etc. (Teachers, Hall Volunteers, Parents).	DO NOT write on blackboard or SMART board. LCPS administration is very strict in enforcing this rule.
DO observe posted parking signs, including weekends and park only in the designated parking spots. Parking in fire lanes and front of the facilities entrance should be avoided. Spaces reserved for school staff should not be used.	DO NOT smoke, or use tobacco, weapons, illegal drugs or alcoholic beverages anywhere on school property - including parking lots.
DO use the lobby area while waiting for your children during school hours. (Parents)	DO NOT stand outside the classroom doors. You can wait in the lobby area until the class disperses (Parents).
DO exit the school building by 12.25 PM to ensure custodian can clear the lobby area before locking the facility at 12:30PM	DO NOT bring any food within the school premises or leave any litter in the school premises (classrooms or in the lobby, waiting area).
	DO NOT offer staff gratuities. Please do not tip the workers.

Let us use the LCPS premises with utmost care and concern and educate our kids to be orderly while being in the school premises. Use the adjacent entrance to enter the school. Main entrance will be closed during the weekends.

*** **THANK YOU FOR YOUR SUPPORT & COOPERATION** ***