

tOttawa Islamic School

10 Coral Ave, Ottawa, Ontario K2E 5Z6
Tel: 1.613.727.5066 | Fax: 1.613.727.8486 |

September 12, 2025

Dear Parent(s) / Guardian(s) of Elementary Students,

Student safety is one of our highest priorities. We make every effort to ensure that all students remain under appropriate supervision until they return to you at the end of the school day. Unfortunately, a small number of parents are consistently bringing their children too early or collecting them late. **This raises concerns, as these children are left without proper supervision.**

Just a reminder that school starts at 9:00 a.m. Students who arrive a little early are welcome to come in between 8:30 a.m. and 9:00 a.m. and wait in their classrooms. **Elementary dismissal is at 3:00 p.m., and parents are asked to pick up their children at that time.** To help families and older students who look after their younger siblings, we also offer a short grace period until 3:20 p.m.

We understand that unexpected emergencies may occasionally delay a parent. In such cases, we will do our best to accommodate, provided that the parent usually collects their child at the designated time. To support families, we have allocated an additional window in the morning from 8:30 a.m. to 9:00 a.m., and after school from 3:20 p.m. to 3:30 p.m., for parents who may arrive late.

Please note that the school is not responsible for students who are left outside or on school premises before 8:30 a.m. or after 3:30 p.m.

School Policy

Please adhere to the following guidelines:

(Please refer to Item No. 10 in the “[Parental Agreement Form](#)” you signed.)

- The school opens at **8:30 a.m.**. Students should not arrive before this time.
- In case of an emergency that prevents you from arriving on time (before 3:30 p.m.), please call the school.
- A late pick-up fee will be applied: **\$10 for pick-up after 3:30 p.m. and \$15 for pick-up after 3:45 p.m. until 4:00 p.m.**

If you have any questions, please do not hesitate to contact us at 613-727-5066, or come and see us.

We thank all parents for their continued support and understanding, and kindly remind everyone to follow school policy and regulations.

If you have any questions, please do not hesitate to contact us at **613-727-5066**, or email: info@ottawaislamicschool.org

Jazakum Allahu Khayran for your cooperation,
School Administration
Ottawa Islamic School