



# St. John's Institute

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## OFFICE OF THE SCHOOL ADMINISTRATOR

### SA 14. S2017-2018

TO: The SJI Parents, Guardians & Students

FROM: School Administrator

RE: ***New Traffic Scheme beginning January 8, 2018***

DATE: 18 December 2017

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Advent Greetings of Peace!

Two accidents have occurred in the 10<sup>th</sup> street exit gate of the school since June 2017. It has also been the entrance of thieves preying on our students and staff with one thief caught two months ago.

For the safety and security of our students, teachers and staff, beginning January 8, 2018, we are implementing the exit only policy for the 10<sup>th</sup> street gate. No pedestrian will be allowed to enter the exit gate. All entrance of pedestrians will be the three main front gates when opened; namely, the gym gate in the morning, the main gate and the Kuppa gate. This new traffic scheme will be evaluated after a month. Written and signed observations and suggestions will be welcomed after one month.

I suggest that all parents and guardians bring their kids to school early so as to avoid the 6:45-7:00am traffic and be inconvenienced by this new traffic scheme. Likewise, we will also be implementing the 15-30 second pick up of children; otherwise, the guards will ask you to exit and drive back for your pick up.

May I please ask for your support regarding this matter.

Sincerely yours,

**Cesar H. Villanueva**  
School Administrator

cc:

Admn  
DO Elem.  
PTA  
Pre-elem  
level 2  
SHS

Principal  
DO HS & SHS  
Alumni  
Level 1  
Level 3  
File