



LYCÉE CLAUDEL

L'école française internationale
d'Ottawa



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Agence pour
l'enseignement français
à l'étranger

Followed by :

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Tel : (1) 613-733-8522 poste 667

Ottawa, August 30th, 2019

Reference : *G:\Drive partagés\3-Politiques et procédures\Opérations\Stationnements\Stationnements_modalites_inscription_E N.docx*

Objet : **Lycée Claudel parking guidelines**

The safety of Lycée Claudel's users is our number one priority. We have commissioned an in-depth study and evaluation of our campus security by a team of experts from the French Embassy, specialized providers, and local authorities.

This study revealed significant issues and risks related to parking at our school. Therefore, we deemed it necessary to regulate and control access to our parking areas more closely. The following document outlines Lycée Claudel's new traffic regulations, which will allow us to better protect children in the vicinity of our school and improve accessibility to our campus.

We have enlisted the aid of TOERSA Security 1 to ensure that these new regulations are properly implemented. TOERSA security guards have been authorized by the City of Ottawa to issue parking tickets.

We are available to answer any questions you may have, and we thank you in advance for abiding by our new regulations.





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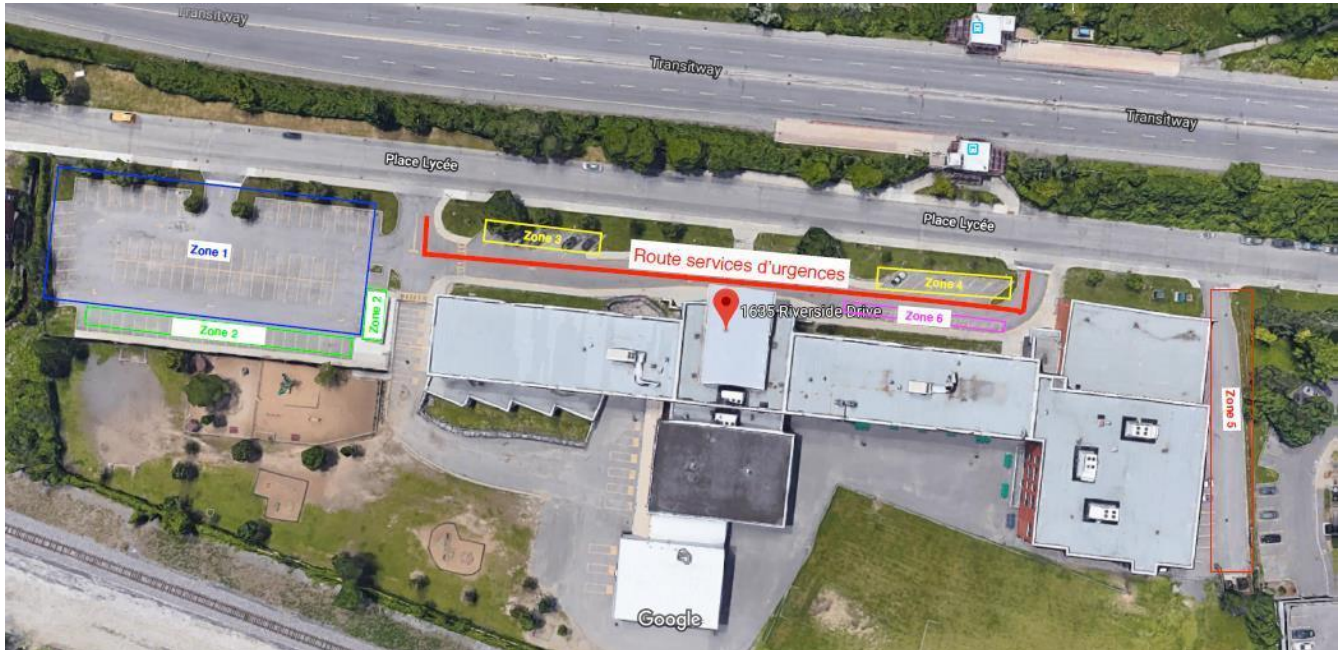


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General principles

- The parking areas are divided into 6 zones
- Staff, parents and visitors must register their vehicles with the school in order to benefit from the right to park



Registration period: Tuesday, September 3rd, 2019 to Friday, September 13th, 2019 (4pm)
Start of official surveillance: Friday, September 13th, 2019 (4pm)

To complete your registration, please refer to the "Parking guidelines" (Aires de stationnement) section of our website : <http://www.claudel.org/vi-lycee-claudel/reglement-interieur/>

Important note:

- Disabled parking is exclusively reserved for the disabled at all times and in any area.
- It is the user's responsibility to ensure that the correct license plate and information in the parking management software is kept up to date.
- Each authorization is limited to a specific zone, it is very important to respect it at all times.

Établissement ontarien homologué par le ministère de l'Éducation nationale
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www.claudel.org





Zone description

Zone 1: In blue on the plan

- From midnight to 3pm, zone 1 is exclusively reserved for staff.
- From 3pm to midnight, it is open to all parents and visitors, without prior registration

Zone 2: In green on the plan

- From 7:30 am to 9 am and from 3 pm to 6 pm (Monday to Friday), *Maternelle* parents can park their registered vehicle
- From 9am to 3pm, staff can park their registered vehicle

Zone 3 & 4: In yellow on the plan

- All parents and visitors can park without registering their vehicle for up to 10 minutes
- After 10 minutes, parking is granted to registered vehicles only.

Zone 5: In orange on the plan

- This area is reserved for deliveries and suppliers
- Commercial identified (literate) vehicles do not need to be registered
- Ongoing deliveries do not require registration
- Any other vehicle must be registered for this area within 10 minutes

Zone 6: In pink on the plan

- This area is strictly reserved for school buses

Emergency services road: In red on the plan

- On the emergency services road, no parking is allowed.
- The passenger drop-off is tolerated if the driver remains in the car at all times and leaves the place as soon as the accompanied person has left the vehicle. Please note that this road is on school property but is managed and controlled by the City of Ottawa's emergency services regulations.





When do you need to register a vehicle ?

Maternelle parents

- You will receive a link to register your vehicle and allow you to use Zone 2 from 7:30 am to 9 am and from 3 pm to 6 pm (Monday to Friday).
- From 9am to 3pm, if you plan to stay more than 10 minutes, registration is required as a visitor at the Lycée's reception desk.

All other parents

- From 7:30 am to 3 pm, you can park your vehicle in zones 3 and 4.
- If you plan to stay more than 10 minutes, registration is required as a visitor to the Lycée reception desk.
- From 3pm to midnight, you can park in zone 1 without check-in

Lycée Claudel staff

- You have access to Zone 1 at any time with prior registration
- You have access to zone 2 from 9am to 3pm with prior registration

If necessary (school trips, special events, volunteers, reduced mobility, etc.), a parent can apply for registration via our website to receive a parking permit by indicating the desired area.

If in doubt, use the parking lots in zones 3 and 4 and go to the reception desk for more information.

For more information, contact Alain Saborit, Director of Operations, at operations@claudel.org

Headmaster,

Philippe Courjault

