



MARYLAND TAMIL ACADEMY(MTA)

மேரிலாண்ட் தமிழ்க் கல்விக்கழகம்

(Volunteer based, non-profit (501-(c)(3) Organization for Tamil Education)

## Guidelines for Parents.

<ol style="list-style-type: none"><li>1. Please leave your child(ren) in the respective class before 5 minutes of the class start time. Please be with your child until you make sure that the teacher/volunteer is available to handle the class.</li><li>2. Please advise your child not to run around in the Kings View school (or any other alternate school location where class is being held) hallway during the class session. The school have monitoring camera around the hallway. Violation of this rule will lead to the cancellation of the permit to use the school for the Tamil class. Please make sure your child understands and follow the rule.</li><li>3. During the class hours, Parents can wait in the Parent room until the class is over.</li><li>4. DO take your child with you after the class is over. If you have made arrangements to pick up your child with someone, please make sure your child reaches home as per the arrangements. It is the responsibility of the Parents for the safety of the child.</li><li>5. DO move out of the school building after the class session is over as soon as possible. As per the permit given by the Kingsview School Management (or any other alternate school location where class is being held), everyone needs to be out of the school building by 9 pm.</li></ol>	<ol style="list-style-type: none"><li>6. DO NOT Smoke or use alcoholic beverages anywhere on school property - including Parking Lots.</li><li>7. DO NOT use any papers, books, other Montgomery County Public School classroom materials and school equipment NOT to be used or moved. Violation of this rule will lead to the cancellation of the permit to conduct class by Montgomery County and the School Management. Please make sure students and Parents understand and follow the rule.</li><li>8. DO NOT prop open any outside doors. This is a critical security concern.</li><li>9. DO NOT use any services or equipment unless specified on the permit. Please talk to MTA management prior to using the service or equipment.</li><li>10. DO NOT talk in the class room that will distract the students and teachers attention.</li><li>11. DO NOT allow the kids who are studying in the Kingsview school (or any other alternate school location where class is being held) not to open their school lockers.</li><li>12. DO NOT create congestion at the drop-off and pick-up zone.</li><li>13. <u>DO exit building immediately at the sound of a fire alarm.</u></li></ol>
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