

Memorandum no. 5, series of 2026

TO: The Villagers Montessori College Community

FROM: VMC Administration

DATE: June 15, 2026

SUBJECT: Campus Security and Traffic Management Guidelines

Dear VMC Students, Parents and Guardians,

Warm greetings from Villagers Montessori College!

As we continuously work to provide a safe, organized, and positive learning environment for our students, we are implementing a few updates regarding campus access and traffic flow. We kindly ask for your cooperation and partnership in keeping the VMC community secure and running smoothly.

1. Uniform and ID Checks at the Entrance: To maintain a safe and disciplined campus, **all students will undergo a quick check for their official school ID and proper school uniform at the main entrance.**

- For the first two weeks of the school year, month of June, 2026, a grace period will be extended for students awaiting the release of their official IDs or uniforms. Temporary passes may be presented to security.
- Please help us remind your children to wear their complete uniform and have their IDs ready before approaching the gate to ensure a quick and smooth entry for everyone.

2. One-Way Traffic, Drop-Off, and Pick-Up Policy: Please be reminded that VMC does not have a designated parking area for parents and guardians. To prevent heavy congestion and ensure student safety, the school entrance is strictly a **Drop-and-Go and Pick-Up zone only.**

- **Dalsol St. One-Way Scheme:** From **Mondays to Fridays, between 7:00 AM and 5:00 PM**, a one-way traffic system is enforced on Dalsol Street.
- **Waiting Time:** To keep traffic moving smoothly, a maximum of 5 minutes is allowed for drop-offs and pick-ups. If a vehicle stays longer than 5 minutes, our team will kindly request that you move the vehicle to avoid blocking others.
- **Traffic Flow:** All vehicles must enter Dalsol Street **via Claims Street** and exit **towards Insurance Street.**
- **Flow of Traffic:** Parking or prolonged waiting at the school entrance is not permitted. Kindly ensure your children are ready to step out of or into the vehicle quickly so we can keep the line moving safely.

3. Campus Access Restrictions To maximize student security, **parents and guardians are kindly asked not to proceed beyond the main entrance gate.**

- The campus grounds beyond this point are reserved exclusively for students and school personnel during the day.
- **Official Business:** If you have scheduled business on campus (such as accounting transactions or administrative appointments), you are most welcome to enter.

4. Designated Waiting Area If you are waiting for your child or need to stay on campus for an official reason, we have set up a comfortable **designated waiting area next to the canteen.** For safety and privacy reasons, we kindly ask that you remain in this specific area and avoid walking through school buildings or near the classrooms.

Thank you so much for your continued support, understanding, and partnership in keeping our students safe and our campus orderly.

Warm regards,

The VMC Administration