



SUNNAH ACADEMY
4349 RIDGEWOOD CENTER DR, SUITE 102
WOODBIDGE, VA. 22192
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Asslamu-Aliykum Wa-Rahmatullahi- Wa- Barakatuh!

Dear parents/guardians;

We at Sunnah Academy, pray and hope that this message finds you in the best of I'maan and health. Alhamdulillah, the first week of school has started. We will continue to pursue idealistic standards to better improve the school year for all parties; the parents, staff, teachers and the most valuable, our students. We hope to achieve milestones one step at a time by making improvements throughout the year as needed Insha'Allah.

Starting from Wednesday, August 27, 2019 the pickup and drop off school policy will be the following:

- Parents/guardians will drop-off their child at the front of the school building. A staff member of Sunnah Academy will receive the student and accompany him/her to their respective classrooms.
- At time of pick-up parents can choose to call the school office phone or text using the bright wheel platform (Application) which they have signed up for. Once, the school receives a call or a message of the parents/guardians, a staff member of Sunnah Academy will walk the student to the parents/guardian's vehicle.
- **Please Note:** It is imperative that the parents/guardians arrive on time for drop-off and pick-up. The timing for school is 8:15 AM to 3:30 PM. A staff member of Sunnah Academy will stand outside of the school building for the morning drop-off occasion between 8:15 AM to 8:30 AM. Should you be running late or arrive at school after 8:30 AM please park your vehicle in the designated parking space and accompany your child into the school. As for pick-up parents/guardians must call or text for their child to be brought to their vehicle.
- Should the parents/guardians wish to speak to the staff or faculty, please request for an appointment; the arrival and dismissal timing are extremely busy hence they will not be available during drop-off and pick up time.
- Lastly, please park your vehicle in the designated parking spaces at all times whether for drop-off or pickup. There should be no "stalling, rolling, stopping or causing any hindrance" to the traffic flow by being on the main/side road-way.

JazakaAllahu-Khairan,

Sunnah Academy



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