

Dear Parents,

We feel that our school security has always been top notch. The safety of your child and our staff is our most important goal. In the wake of the recent school shooting and school violence in our country we are looking to see what we can do to make our school even safer. I am asking that you review our current and new policies to ensure that our school is as safe as it can be.

- All of our classes have a front and back door (with the exception of Rainbow Class). Those doors are to remain locked at all times. Sometimes when parents of students in Blue, Yellow, Red, and Green Door go to pick up their children on the playground, they walk through the classroom to the outside. When that happens, the back doors get unlocked. Teachers have been reminded that when they go to the playground, they are to lock their back doors and take the key with them. We are asking that if you see your child's class is on the playground, you use the BLUE door out to the playground by our main bathrooms to exit to both the infant toddler playground and also the main playground.
- Our front door is always locked and you need to be buzzed to get in. Parents are asked not to access their classroom.
- **East Wing students:** Students in Brown, Orange, Purple, Gold Door 1 and Gold Door 2 dropped off between 7:00 and 7:20 am should be dropped off in Rainbow class for breakfast. From 7:20–7:45 they should be dropped off in the science lab for breakfast. After 7:45 all East Wing Students should be dropped off on the playground.
- **Gold Door students** will be on the playground until 9:00 am. At that time, they will travel through the back of the building to their classes. Teachers have keys to unlock all gates and back doors. Parents arriving after 9:00 cannot access the back as the gates will be locked. We ask that ALL GOLD Door students arrive no later than 9:00 am. Those arriving after 9:00 am should be taken to the main office where someone will take your child to their classroom with a key. The teachers in the EAST Wing have been told that they are NOT to open the front doors in

the morning. Please keep in mind that when we take your child into class with a key after 9:00, it disturbs instruction as students in Circle Time divert their attention away from the teacher each time the front door opens. If you need something taken to your child's room, please drop it off at the office and we will take it there for you, please do not knock on the door.

- **Brown, Orange, & Purple Door** students depart from the playground promptly at 8:20. To get our students ready for arriving to school on time for Kindergarten and to minimize disruption of Circle Time that begins at 8:30, we will no longer admit VPK students after 8:20. Students who come late from a doctor appointment should come to the front desk and we will take you over with a key. VPK Staff have been advised to NOT open the front door at any time in the morning. If you need something taken to your child's room, please drop it off at the office and we will take it there for you. Please do not knock on the door.
- **Silver Door Students** should be dropped off from 7:20 – 8:20 in the lab. Those students should proceed to the back lab room for breakfast. Students should not arrive after 8:20 as they will be tardy for instruction. Students who do arrive after 8:20 should be brought to the main office and wait to be walked to class.
- **ALL STUDENTS IN THE EAST WING and SILVER DOOR** must have a pick up pass to be picked up. Once you have punched out your child in the main office, please find their pick up pass. Once you have the pass, knock at the front door of the classrooms and show the pass. When the teacher verifies you have a pass and have been cleared for pick up, they will open the door. East Wing families picking up on the playground must also have a pick up pass. For the safety of your child, teachers in the East Wing and Silver Door have been advised to NOT release any child without a pick up pass. For your safety, that pass is the only way our staff know that you are authorized to pick up.
- **AUTHORIZED PICK UP INDIVIDUALS:** For the safety of all students, we will only release your child to individuals on the authorized pick up list. If you wish to add someone to that list, you must do so in person and NOT over the phone. In the case of an emergency, if you need to add someone to the authorized list over the phone, you will need to call us

and email or text us a photo of your driver's license while we are on the phone with you. That is the only way that we can be certain that we are talking to you on the phone.

- **Custody Issues:** Please be advised that we cannot prohibit legal guardians from picking up a child unless we have a copy of a court order stating that the legal guardian or parent cannot pick up. Please make sure if you have a restraining order or custody issues that we have legal documentation.

We will continue to be vigilant when it comes to the safety of our students and staff. I welcome any ideas you may have to make our school the safest it can be.

Wishing you well,

- Beth Rosenthal Davis, Ed.S, NBCTe are talking to you on the phone.