

West Villages Elementary School Safety Procedures

As you are well aware, we have a large school, both in terms of our enrollment and the physical plant. There are many doors and they need to remain locked throughout the day. However, twice a day, during arrival and dismissal, some doors are opened to allow the students to enter or leave.

Some parents take advantage of this opportunity to accompany their child down to the classroom. If you drop your child off at school, **we are asking that you say goodbye to your child at the door.** By now, your child, no matter how young, has learned to navigate his or her way around the school. They definitely know how to find their classroom on their own and do not need parental support to do this. Teachers, who are beginning their day and greeting their students, need to be able to do so without interruption.

We are also going to be instituting a **late slip procedure**. Teachers will be asked to **close the door at the parent pick up/ drop off door at 9am** and wait inside the door. They will open it and allow children into school until the last car in line has dropped off their children. If your child enters school **after 9am** he or she will be considered tardy, issued a late slip and be asked to bring the slip to class. We do keep track of the students who come to school late and this is **reflected on your child's report card**. Children who enter after the school's doors **have been locked** must be accompanied by an adult who should check in at the front office.

In both the morning and afternoon, we ask that parents refrain from driving into the circular driveway at the front of the school. This is used by the busses and cars are not allowed during drop off and pick up times. Please park in the lot and walk into school when you are picking up or dropping off your child.

In the afternoon, parents need to **remain in their cars in the parent pick up line**. If you need your child dismissed early, contact the office before 3pm and we can schedule that for you. **We ask that parents do not walk in the parent pick up/ drop off door and ask for their children.** For safety sake, individual dismissals need to take place in the front office.

As we have become acquainted with you, parent pick up has become easier for staff. However, we ask that all families **continue to have the family name tags displayed** in their cars windows. This will facilitate the process and allow all staff members the opportunity to match the correct child to their family car. If you have lost yours, please contact us and we will provide a new one for you.

We hope that you will understand that these measures are also in place at other schools in Barnstable in various forms and that we are all working together toward that goal of safety for all. We thank you in advance for your anticipated cooperation.

