

Roger Clap Visitor, Arrival & Dismissal Safety Procedures

Visitors

We welcome families into our school! Families are an integral part of supporting our community as guests, volunteers, and audience members for celebrations. In order to ensure the safety of our community:

- All visitors **MUST** sign into the office immediately upon entering the school.
- All visitors will receive a Roger Clap Nametag so that staff know they have checked in the office.
- Visitors *can not* be in a classroom without checking in the office. A member of the office will escort the visitor to the specific space if a visit was previously arranged.
- Visitors can arrange to be a guest in a classroom by calling the school/staff member ahead of time.

If a family is interested in speaking directly with a specific staff member, please call the school ahead of time to ensure the staff member is available for a meeting.

VISITOR

Name _____
 Visiting _____
 Date _____

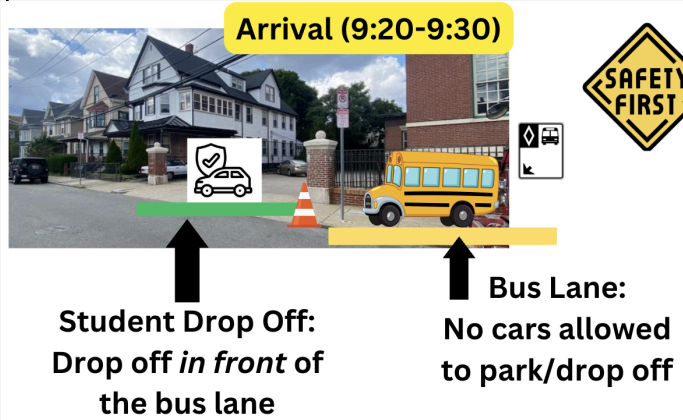
SAFE SCHOOL NOTICE

ALL VISITORS MUST REPORT TO SCHOOL OFFICE

Arrival (9:20-9:30)

In order to ensure a safe and respectful arrival please review:

- Cars may **NOT** stop in the middle of Harvest St. to have their child hop out of the car. Cars **MUST** be in park for their child to exit the vehicle.
- Cars **MAY** pull up to the space between the orange cones above the bus lane (the entrance to the parking lot) to drop off their students.
- If a family member is entering the building, they must check in with the office staff if they have a prior appointment to visit a classroom. *The family member will wait in the office until an office staff member can escort them to the classroom.*



Dismissal (4:00-4:20)

In order to ensure a safe and respectful dismissal, please review the following:



- The staff member will have a clipboard with the child's name and the family must sign out their child.
- Families must pick up their learner from the grade's designated spot on the playground.
- Students will not use the playground until dismissal has ended at 4:20.
- Cars may **NOT** stop in the middle of Harvest St. to have their child hop in the car. Cars **MUST** be parked.
- Staff will not escort children to their family's vehicle.
- Please CALL the office to share a dismissal change before 3:00pm.

During inclement weather, families must walk to the playground doors to check out their learner.

Dismissal (4:00-4:20)

