

Dear Dicken Families,

I have some important information to share with you regarding new security procedures at Dicken for before and after school childcare and activities. As you know, our doors have been locked during the school day with a buzzer/camera system utilized for entry. However, our school has been unlocked for childcare and activities before and after school. This creates a potentially unsafe situation for our children and staff. Therefore, **beginning on the first day of school in the fall, September 2**, we will be implementing a system of keeping our outside school doors locked during the morning and afternoon childcare hours.

While on the surface, this seems like a fairly simple change there are many moving parts to make this successful. We are working closely with Rec & Ed as well as any after school program that is not childcare related. We ask for your patience. Below is the plan:

**7:00 AM - 8:30 AM – All outside doors will remain locked**

School Aged Childcare staff will be responsible to buzz in childcare parents/guardians and students. Childcare families will ring the buzzer for entry and you will proceed to the childcare room when admitted. **Childcare staff will not be responsible to buzz in any non-childcare student or family member.** If your student participates in a before school activity, that activity leader will welcome your student at the main door at the start of the activity.

**8:30AM – 9:05AM – Outside doors will be open**

Dicken's main entrance doors will be open for the beginning of the school day. Staff will be located at these doors while students enter for school.

**9:05AM – 3:55PM All outside doors will remain locked**

Dicken's main entrance door will be locked for the school day. Dicken's office staff are responsible for allowing entry into the school. Please use the buzzer/camera system to request entry. Please identify yourself and the reason for your visit.

**3:55PM-4:15PM – Outside doors will be open**

Dicken's main entrance doors will be open for the end of the school day. Staff will be located at these doors while students enter for school.

**4:15PM-6:00 PM**

School Aged Childcare staff will be responsible for admitting in parents/guardians who have a student in the childcare program for pick-up. For other after school activities, that adult who is responsible for the program will bring your student to the main door when the activity concludes.

***Childcare will not buzz in and allow entry for non-childcare parents or guardians.***

We know that there are many activities in our building outside the school day. We are working with the coaches/teachers of these activities on a plan where they will bring students to the front door at the end of the activity for parent pick-up. Childcare staff do not know what students are in these programs and thus cannot assure safe school entry for these activities.

We ask you to help with this safety plan:

- Please limit your entry into the school before and after school unless it is absolutely necessary.
- If you have an appointment with a teacher or other staff member before or after school, try to arrange a way to meet him/her at the front door if at all possible.

- If your student is involved in an afterschool activity or class please meet your student at the front door when the activity is done. The staff member in charge of that class or activity will escort students to the door when class is over.
- If you need to pick-up your student early from these afterschool activities (not childcare related) please let the staff member know by contacting them or including a note with your student that day that includes the time of pick-up.

We ask for your patience. Our intent with this new system is to ensure the safety of our students before and after the regular school day.

I'm sure you join me in understanding the importance of adding this new layer of security to our schools. If you have any questions, please do not hesitate to contact me.

Thank you