

## **Somerdale Park School – Entry/Exit Procedures**

To provide a safer school environment, during morning entry to our school and exiting at the end of the school day the following procedural changes are being implemented. Parents, guardians, visitors, etc. Are not to enter the building through any of the doors included in the procedures below. All must be redirected to enter the building through the main office entrance where they will follow main office check-in procedures which includes showing a valid picture I.D., stating the reason for the visit, and the issuing of a visitors pass sticker. Any staff member who notices a visitor without a school issued visitors pass sticker should contact the front office. Everyone's diligence in carrying out the entry and exit procedures is greatly appreciated by the administration. Our new entry and exit procedures for our students are listed below:

### **Pre-K and Kindergarten**

*\*\*Students will not be able to enter or exit through the teacher's exterior door\*\**

Entry:

- Students in Pre-K and Kindergarten will be permitted to enter through the double doors at the end of C-Wing ONLY.

Exit:

- Pre-K and Kindergarten will begin dismissal procedures at 2:50 pm.
- Students will exit through the double doors at the end of C-Wing ONLY.
- Parents/guardians picking up students should line-up at the cone designated for their child's grade level. Parents/guardians should be prepared to state their child's name, homeroom teacher, and present valid picture I.D. (Presenting a picture I.D. may be temporary until the dismissing teacher becomes familiar with the respective parent/guardian).
- Students will then be released by their homeroom teacher to exit through the exterior double doors at the end of C-Wing.
- Students not picked up by 3:10 pm will be escorted to the main foyer area to await parent pick up.