

Dear Parents and Guardians,

January 28, 2014

I am writing to remind you that beginning **Monday, February 3**, our school doors, including the front door, will be locked at 9:15 am (15 minutes after the morning bell rings). The doors will remain locked for the rest of the school day and evening. All visitors, including Board staff, parents and guardians, will be required to buzz in and sign in at the main office.

In order to enter the building, you will need to press the button at the main door and wait for an office staff person to “buzz” you in.

In addition:

- If you are dropping lunch off for your child, you will need to buzz in. We will have an adult lunch supervisor at the door from 12:35 until 12:50 to open the door for parents dropping off lunches during this busy traffic time.
- At 4:00 the night phone line will be activated by the Board. Our office staff will continue to monitor entry until they leave (usually at 4:15). After this time, when you ring in, your call will be picked up by the Before & After School Program (Kids Connection). If you are intending to pick up your child from the Before & After School Program (Kids Connection) their program staff will let you into the building. Continue to access the program through the main door.
- If you arrive after 4:00 to pick up your child from a school extra-curricular activity (e.g., sports team, extra homework support...) or for a teacher conference, Kids Connection will answer your call and will do an all-call notifying the teacher and student that you are at the door. They cannot let you in if your child is not registered with Kids Connection. I certainly recognize that this is less than ideal, so I recommend the following if picking your child up after school from an extra-curricular activity or meeting a teacher for a meeting:
 - 1) Pre-arrange specific meeting times. If students/teachers know exactly when you are arriving they can be waiting for you. The office will be available for teachers as a waiting area where previously it has been locked.
 - 2) If your child has a cell phone you can set an alert, send a text or call them when you are close or when you arrive.

The front door will not be locked during special events (e.g., Concerts, Sporting Events, Interview Night).

Our school continues to be a safe place where we welcome and encourage parent and community member involvement. This additional step will enhance the measures we already have in place for student and staff safety, and ensure that all visitors sign in at the main office. If you have any questions, please feel free to contact me.

Sincerely,

D. Wilton, Principal
Black Walnut Public School

T. McFadden, Vice Principal
Black Walnut Public School