

8/26/19

Dear ECFC Families,

Welcome to Early Childhood where we are excited to serve your family in a safe and secure environment. We look forward to an awesome year and building your child's educational and social emotional foundation.

This summer ECFC security features were upgraded. These upgrades will impact your coming and goings throughout the building. As you enter the building on 8th street you will be greeted by Mr. Mark, our new Security Guard.

ALL VISITORS are required to check in with the Security Guard where they will be required to provide state issued license or state issued ID cards, or government card and to pass through the metal detector and Raptor system to access the building. **This includes parents, and ALL VISITORS.**

While this will take time and due diligence and monitoring, it is for the increased safety of all individuals in the building.

After security clearance you will be directed to the Main Office to obtain a building pass or allowed access to the student learning area {BUZZED THROUGH}, the vestibule by the Security Guard.

Here are some examples:

- ***I will be dropping my child off for school for A.M. or P.M. session.*** After successfully going through the security process listed above, the security guard will allow you & your student access to the student learning area. If your child is tardy, you will be directed to the office.
- ***I need to pick my child up from school early for an appointment or an emergency.*** After successfully going through the security process listed above, the security guard will send you to the Main Office to obtain a building pass. In order to obtain a building pass to pick up a child the person must be listed on the Permission to Release information in Skyward. After securing your student from their classroom you will need to check back in at the office to turn your building pass back in and to confirm you are leaving the building with your child.
- ***I have other family members or friends that will be picking my child up for me.*** After successfully going through the security process listed above, the security guard will send you to the Main Office to obtain a building pass for your designated person to pick up your child. ***Please make sure you have them listed on your Skyward account under the Permission to Release form or we will not release the child.***
- ***I pick up my child each day from school.*** Your child's attendance for the entirety of the day is important. Please do not pick up your child more than 10 minutes early. If you arrive more than

10 minutes before dismissal time, the guard will hold parents/guardians in the foyer until the 10-minute window occurs and he will then release you. After successfully going through the security process listed above, the guard will allow parents/guardians to pick up their child without a pass.

- ***I want to visit my child's classroom and it is not a special event day.*** We want you to visit your child at school! We need your involvement! After successfully going through the security process listed above, the security guard will send you to the Main Office so the secretary can alert the teacher you are visiting the classroom. If you choose to take your child with you after your classroom visit you will need to go to the Main Office to obtain a building pass; then return to your child's classroom to provide the teacher with the pass for early release. After securing your student from their classroom you will need to check back in at the office to turn your building pass back in and to confirm you are leaving the building with your child.
- ***I am going on a fieldtrip with my child's class and want to take my child home from the trip location with me.*** You will need to have this pre-approved from the Main Office prior to the fieldtrip. The office will provide you with a pass to provide the teacher, so they know you can take your child with you from the trip.

No child will ever be released from school without a building pass. We will only release to persons listed on the Permission to Release section in Skyward.

When exiting ECFC always exit through the 8th Street main entrance as you will need to return your name tag to the security guard before leaving the building. I know that this will take time to get used to, but it is for the safety of all students, staff, community members, and families in our building. We will document when and who takes children from our building and the reason for early departure. The children and safety are a priority. Thank you in advance for understanding security measures.

Should you have questions or concerns please contact Sara Cramer, Co-Director, at 228-7121.

In ECFC Pride,

Sara Cramer

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Co- Director