

February 8, 2013

Dear Parents,

As we begin the second half of the school year, we would like to take the time to review and to share new safety procedures that are in place. The Parkdale Safety Committee, the East Aurora School District Safety Committee and the East Aurora Police Department have been working closely together to revise various safety procedures and reaffirm others. We are also fortunate to have a School Resource Officer in our district to assist us in this important process. We ask that you please review the safety procedures listed below. You will notice new procedures in bold that will begin to take place on **February 25, 2013.**

Daily Procedures:

- **Between 9:15 a.m. and 3:00 p.m., the Parkdale Avenue entrance will be locked. We ask that all visitors enter through the Parkdale Elementary main entrance on Girard Avenue. This includes dropping of an instrument, lunch, treat, etc. (An exception will be made when there is an event taking place in the auditorium.)**
- All outside doors will remain locked during the school day with the exception of the main lobby.
- Reminder that parents and visitors are not permitted in the classrooms or grade level wings between 8:00 a.m. and 3:40 p.m. unless you have made prior arrangements with a teacher - or – there is a special class activity that you were invited to attend.

Before School Drop-Offs:

- If dropping your child off to school in the morning, please continue to use the Parkdale Ave. entrance; park in either parking lot - or – pull-up in front of the Parkdale entrance WELL BEYOND the striped crosswalk. Allow students to exit along the sidewalk. The further down you pull-up, the easier for others to pull around you and keep traffic flowing. Please exit via W. Fillmore Avenue.
- Arrivals after 9:15 must enter through the main office on Girard Avenue.
- Please follow the directions of our crossing guards.
- If you need to walk your child into school, park in a designated parking spot in either lot. Do not park or leave your car idling by the sidewalk.

- Please do not drive or park on the school sidewalks.
- Supervision prior to school begins at 8:30 a.m. Please do not drop unattended children off at school prior to 8:30. Children may wait in the Parkdale Avenue lobby between 8:30-8:40 and in the cafeteria from 8:40-8:55 until the start of school.
- Children are not to go to their classroom before 8:55 a.m. Teachers are often not in their classroom prior to 8:55.

After School Pick-Ups:

- Please continue to use the Parkdale Avenue entrance.
- Do not wait in a parked car on school grounds or allow students to walk in parking areas unescorted.
- For a student to be a walker, the child must be able to leave school grounds unaccompanied and cross onto Parkdale Avenue without waiting for an escort.
- Students being picked-up after school must be signed out once the child arrives in the cafeteria (not before). Given the number of students picked-up on a daily basis, this often takes some time. Your patience and understanding are appreciated.
- Do not walk between buses parked in the bus lanes.
- Do not enter the grade level wings or look to touch base with a teacher at dismissal time. If your child forgot something in his/her classroom, please go to the office for assistance.

We have also addressed and will continue to address safety concerns in dealing with emergencies. We have an effective emergency response plan in place. We are in the process of reviewing and updating our procedures and working with local law enforcement to enhance our school security. Safety remains our first priority and we will continue to work diligently to ensure your child's learning environment remains safe, comfortable and secure. We will continue to practice emergency drills with staff and students. For everyone's safety, we cannot publish emergency response procedures that are in place.

Again, we appreciate your attention and cooperation and look forward to continuing to provide a safe school year.

Sincerely,



Colleen Klimchuck

Principal



Matthew Brown

Assistant Principal



Joseph Ferrara

School Resource Officer