

Safety and Security Information

Ensuring Safe Schools:

We very much encourage parent participation and presence in the school. The following procedures are in place for safety reasons. Please adhere to the following:

- Check in at the school office when coming into the school during the school day (between 9:00 and 3:00)
- If volunteering time in a classroom or for a PAC event/program (like the lunch program) during the school day please sign in at the office and then sign out when you leave so if there is an emergency (fire, earthquake) we have a record of who is in the building.
- If you would like to spend time on the playground at recess and lunch please first report to the office.

Please do not be offended if asked by a staff member to identify yourself and explain your reasons for being on the grounds or in the school - they are just doing their job to keep students safe!

Traffic Safety

Traffic safety is always an area of concern, particularly during the busy drop-off and pick-up times before and after school - THANK YOU for proper use of the "drop zone" in front of the school.

Drivers, please adhere to the following drop-off and pick-up procedures:

- DO NOT use the staff parking lot for drop off and pick up
- When using the DROP ZONE, travel WEST to allow for a smooth flow of traffic and easy drop off of your children onto the safety of the sidewalk.
- Always have your children exit the vehicle on the CURB side of the street instead of having them step out into traffic
- Please do not do U-TURNS
- If needing to cross a street walk to where there is a stop sign or crosswalk - instead of "jay walking" - Stepping out mid-street is extremely dangerous.

If at all possible, please assist us in decreasing the traffic congestion in front of the school by walking or riding bikes and scooters to school - Or park a block or two away and walk to school at both drop off and pick up times. Remind children to walk bikes and scooters and to carry skateboards when on school grounds between hours of 8:30 and 3:15 AND to keep out of the parking lot, as drivers may not see walkers and riders.

Emergency Procedures:

We have a number of procedures in place to handle various emergencies, from addressing minor scrapes and bumps to major emergency situations. These procedures are continually updated and protocols have been developed for critical incidence interventions. All staff members are conversant with these protocols. In the event of a major emergency the school is prepared to care for your child if you are unable to reach the school.

Brief summary of procedures and routines:

Absences from school:

If your child is not in class when attendance is taken at 8:50 and 1:00

1. School messages are checked (this is done at 8:30 a.m. daily – if you child is going to be absent, please notify the school as soon as possible)
 2. If school receives no message indicating an absence or late arrival, parent/guardian contacted by phone; If not reached, other emergency contacts will be called; Failing to reach these contacts, police will be contacted.
- Students who arrive late must sign in at the office before going to their classroom

- Students who need to leave during school hours (between 8:50 and 3:00) and must sign out at the office and sign back in if they return later the same day. PLEASE try to notify the school (call the office) in advance, if you will be signing your child out during the school day.

Parents/guardians: When picking up your child during the school day, please report to the office - to limit disruption to instruction, and for safety and security reasons.

Illness or injury:

If your child becomes ill or is injured at school and needs medical treatment beyond basic first aid, or requires further assessment by medical professional, the above #2 contact sequence will be followed. Emergency Medical Services will be called upon if required.

Managing Medical Conditions:

If your child takes medications that must or may need to be administered during the school day (this includes emergency medications/treatments such as EpiPens) please be advised that there are certain protocols in place.

- EpiPen should be with the student at all times (if possible provide a second EpiPen to be stored at the office).
- Any other medications must be stored in the school office (please do not send ANY medications to school with a child in their back pack or lunch kit).
- A form must be completed by the prescribing doctor and handed in to the office before administration of any medications by school personnel is allowed. Parents are welcome to come to the school to administer medications themselves if a doctor form has not been completed.

If your child has a known life-threatening medical condition or diagnosis (e.g., allergies resulting in anaphylaxis, seizure disorder, asthma, diabetes, etc.) please make an appointment with the Principal at the beginning of every school year to review emergency plans specific to your child's condition.

Major Emergency Procedures:

Plans and procedures are in place for major emergency situations (earthquake, fire, storm or power outage, threats/intruders etc.). Regular drills are held to ensure staff and students are aware of and practice procedures. If a major emergency event occurs during the school day that requires us to dismiss students, a "controlled release" of students will take place in which students will ONLY be allowed to leave with designated parents/guardians or designated alternates.

If there is a major emergency, we ask for your help in the following ways:

PLEASE:

- Do NOT telephone the school. Phone lines must remain open for emergency calls.
- Turn on your radio for instructions and news reports.
- Walk to the school - Do not drive, as the school access routes and entrances must be clear for emergency vehicles.
- BRING PHOTO ID, if coming to the school to retrieve your child or other students assigned to your care.
Students will ONLY be released to designated parent/guardian.

Please make sure all of your emergency contact information is up-to-date.

Provide this information to the school filling in the emergency information forms sent home