

*Park Ridge School District*  
*West Ridge Elementary School*

Dear Parents,

The safety and security of our students is of utmost importance to us. We have been in the process of reviewing student supervision and security at both elementary schools. With Dr. Gamper's support we have been able to make some modifications to our procedures that will help ensure the safety and well-being of your children. **First and foremost, it is critical that only teachers, staff and students are in the school building during the school day to ensure that our schools are secure.** We plan to continue to have neighborhood elementary schools that are friendly and inviting, but the safety of your children always comes first.

The starting time of school remains the same at both schools. There will be NO supervision before 8:15. It is imperative that you **do not** drop off your child before 8:15. Proper supervision will be provided starting at 8:15 every day. Parents/guardians are not allowed in the building at that time or anytime during the school day unless they have an appointment with a teacher or there is a pre-planned special event. If that is the case, then parents/guardians must sign in at the main office.

The changes in morning drop-off will begin on **Monday, January 30<sup>th</sup>** and they include:

- **All kindergarten and first grade children will be supervised in the Multi-Purpose Rooms at both elementary schools between 8:15 and 8:30.** A teacher will be hired to supervise these children every day. The MPR door will be open for your child to enter directly into a supervised area. Parents will not be allowed in this area with the students. You may drop off your child at the curb and the teacher will be at the door to welcome your child. If you prefer, you may park in the parking lot and walk your child to the MPR door where the teacher will be standing. Parking is not allowed in the front drop-off area.
- **Children in grades 2-6 will come directly into school at 8:15 and line up outside their classrooms.** There will be a teacher supervising students in the primary hallway and a teacher in the intermediate hallway at that time every day.
- If your child arrives at school between 8:30 and 8:35, he/she will go directly to his/her classroom and line up outside the door where supervision will be provided. At 8:35, students will enter their classrooms. **Parents are not allowed to walk their children to their classrooms.**
- Morning Gym will continue on the days scheduled for students in grades 3-6 but the time will change. **Morning Gym will begin at 7:45 and end at 8:15.**
- Principals will be monitoring the front entrance of the school in the morning and will also be available to help in other areas as needed.

At dismissal we ask that you wait outside for your child to exit the building. Parents and guardians are not allowed to pick up children outside their classroom doors. This is a very busy time of day and in order to have a safe and orderly dismissal for our students, the halls and lobby area must be clear.

**Additionally, we ask that if you are dropping off lunch for your child, you come directly to the office and we will make sure that your child receives his/her lunch.** The same would be true for instruments, homework, etc. Parents are not allowed to wait in the hall or lobby for their children to give them their lunches. We understand that sometimes mornings are busy, but we ask that you send lunch to school with your child in the morning, as well as anything else that he/she needs during the day. The number of parents bringing these items to school has risen dramatically in the past few years. It would help the issue of security and also provide fewer interruptions to the office and the classroom if everything came in with the children and it would also help teach them responsibility. Once a classroom is interrupted even for a minute, learning time is lost for a significant period of time because it takes quite a while to get an entire classroom of children back on task.

Finally, if you are picking up your child for lunch, please come to the main office to sign him/her out. Your child will meet you in the main office.

We hope we have answered many of your questions regarding drop-off, supervision and security. We will evaluate these measures as they are implemented and make any changes that are necessary. Please contact us if you have any questions. Thank you for your cooperation and support.

Sincerely,

Christine McCaffery  
West Ridge Principal