

**West Ridge School**  
**Park Ridge, New Jersey 07656**

Dear Parents,

As you may know, the elementary schools have been renovated and new doors have been installed in the main lobbies. In our continued efforts to provide a safe and secure environment for your children we have initiated the following measures:

1. All visitors and parents must be buzzed in the front doors and enter on their left into the main office. There will be no entry into the interior of the building except through the main office.
2. No visitors or parents will be able to go directly to a classroom except by a pre-arranged scheduled meeting with a teacher. Lunches, books, assignments, musical instruments, and other items will be dropped off in the main office and school personnel will deliver them to the student.
3. After school, parents picking up children in EXTRAS will report to the main lobby where a security person will locate your child. You must show picture identification and wait until your son or daughter arrives in the front lobby.
4. If your child forgets something in the classroom, you and your child may report to the main office until 3:45pm. A staff member will escort you and your child to the classroom to retrieve articles left behind due to rooms being locked. **After 3:45PM, no parent or student will be allowed in the building to go to a classroom to pick up a book or assignment. Children are to be responsible for taking home their books and assignments.**

We appreciate your cooperation as we continue to refine our operating procedures. This year we have enhanced building security to ensure a risk free environment. Our continued commitment to you is to make our schools safe and secure.

If you have any questions, please contact us.

Sincerely,

Christine McCaffery