

March 2018

Dear Saddlewood Families:

Keeping our students safe is our top priority. Saddlewood Elementary has been reviewing the arrival and dismissal procedures with the South Colonie Safe Schools Committee. Please take a moment to review the following to ensure the safety of our students.

### **Side Door ONLY**

On **Monday, April 9, 2018**, the side door will be the **ONLY** location for K-4 student drop off and pick-up. **Beginning in April, the back door will no longer be used for K-4 arrival or dismissal.** This will allow for all available staff to supervise one area for student arrival and dismissal.

### **Drop Off Procedures**

- When dropping students off at school, you must use the side door by the gym. No students should be dropped off at the main office because it is a bus drop off zone.
- If you would like to “drop and go”, please pull up to the drop off zone along the side of the gym and pull up to the next car in line. Students should exit the car and walk into the building.
- If you would like to get out of the car and walk your child to the door (or need to assist your child out of the car), please park in a parking space. Once you have parked, walk your child up to the side door.
- Any adults entering the building, with or without students, must walk around to the front of the building to use the main entrance. **At arrival, the side door is only for students.**

### **Pick Up Procedures**

The gym is the designated pick-up location. After parking your vehicle in a parking space, you may enter through the side doors. **Once in the building, you must report to the gym and remain in the gym until you are reunited with your child(ren).** Exit using the side door; please do not walk around the inside of the building.

### **Parking Lot Reminders**

Park only in parking spaces. Parking in non-parking spaces is unsafe and blocks the safe flow of the drop off and exit loop. The eighteen parking spaces across from the library entrance are reserved from 9:00-9:05AM and 3:00-3:05PM for UPK to assist with a quicker arrival and dismissal for all families. Parking spaces open up quickly, please use the District Office parking lot to wait for a space to open up or to park.

**Lock-Out Procedures: Single-Point of Entry and Exit**

Schools are in a lock-out while in session. Lock-out means that the front door by the Main Office is the only door that is opened throughout the school day (9:12AM-3:05PM). Therefore, everyone permitted in the building needs to be verified by the staff in the main office. **Never hold a door open for anyone to enter the school.**

**Side Door is Supervised by Saddlewood Staff at:**

- Arrival at 9:00-9:11 a.m. (students only)
- Dismissal at 3:05-3:15 p.m. (parent pick up list only)

We appreciate all of your assistance in maintaining a safe and orderly arrival and dismissal at school. Please contact me at Saddlewood with any specific questions or concerns. By working together and sharing ideas, I am confident that we can fine tune our system to have a safe arrival and dismissal process. Thank you for your continued support of our school community.

Sincerely,



Stacey Wranesh  
Principal