

# Campus Safety at Alcott

*Kids and staff are incredibly important to us Every Day at Alcott. We continue to evaluate and implement systems and procedures because we CARE! Please read below for a review of current and recently updated procedures and expectations.*

## **Campus Access:**

Campus hours for guests and visitors are 8am-4pm unless a meeting with a staff member has been arranged. Please call the individual and they will let you in the front doors. The office is open at 8am and closes at 4pm. Exterior doors will be locked to ensure a secure building. *Custodial cell phone number (425) 623-8446 for emergency use*

## **Every Adult Entering Our School Must First Check in at the Office**

The purpose is to ensure that we know who is on campus before, during and after school hours at all times. Staff are required to identify visitors and contact the office if there are adults on campus who do not have a lanyard badge. If you have a quick item to drop off for your child, bring it to the office and we will take care of it. This applies to the playground, front portable fencing, and primary entrance fencing. This may feel inconvenient, but we appreciate it and CARE that much!

## **Pick Up and Drop Off**

Please meet your child outside of the building if your children do not ride the bus. We ask that you meet your child on time to ensure student safety and supervision. If you are picking up your child early for an appointment, please follow the visitor/volunteer check in process. Thanks for not walking your children inside the building or past the portable and primary entrance fencing for morning drop off unless you are checking in as a visitor, volunteer, or signing in late students. Late students (not in class at 9:00) with their slip from the office will be sent on their way to class.

## **Transportation Changes**

We ask that changes in plans for after school are communicated with a note prior to school arrival. This really helps reduce interruptions to learning. For emergency changes during the day, you must contact the school office as teachers are not always checking email during the school day while teaching. If the school is not notified, the child will not be allowed a change in plans. Thanks for your understanding.

## **After School Activities**

To remain consistent with security, parents picking up students from after school activities are asked to wait outside of the school building. For after school enrichment classes that meet in the main building, instructors will bring students out the front entrance and check out students outside the front main doors. For after school enrichment classes that use a portable, the instructors will walk students to the covered area by the gym to meet parents for pick up. Please arrive on time for your child if they attend any of our wonderful classes.

## **Screened Volunteer?**

If you plan on being one of our amazing volunteers who help on campus please make sure you have first been approved. This approval process is done online at <http://www.lwsd.org/Parents/Parent-Access/Pages/Online-Volunteer-Application.aspx>

It can take up to two weeks so plan ahead. If you have questions with the process call 425-936-1270. The approval is valid for two years. We love our volunteers so thank you!

## **Update Emergency Contact Information**

We want to make sure we are able to contact you for any emergency or need during the day. Please make sure to update your information with our office. Two or three emergency contacts are great to have should you not be available. Please contact the school office to make changes.

## **Weather and School Status?**

Go to [www.lwsd.org](http://www.lwsd.org) and in the upper right corner, there is red "Alert" box that lists specific issues at impacted schools such as power outage, phone outage, and other emergency information.