

FILLMORE CENTRAL SCHOOL

March 7, 2017

Dear Families,

The safety and security of our students and teachers is extremely important to me. We have implemented procedures for entering the building to ensure the safety of all students and protect instructional time.

The loading dock door will be locked in the morning starting March 8, 2017. Families must enter the building through the previously identified doors. I am sorry for any inconvenience this may cause.

I have included entrance information that was sent home at the beginning of the school year as a reminder of our policies for entering the building throughout the day.

School Hours/ Entrance

School hours are from 8:00-3:13. We do not have supervision before 8:00 a.m.

Walkers/ Family drop off/ pick up

- All students entering the building before 8:00 must go to the cafeteria.
 - No students will be permitted in the PK-4 hallways before 8:00.
- Students who walk to school should enter the building through the PK door.
- Students who are dropped off at school should use the new student drop off entrance and should not be in school until 8:00.
 - Families should not park in the drop off area.
- **Only families with students in the new 3 year old preschool program should enter the building at the far end entrance.**
 - Mr. Reed will let families of the preschool students in through the door in the morning.
 - Mrs. Reed will let 3PK families in the building at 12:15 at the designated entrance.
 - Families should not go to the afternoon UPK or 3 year old classrooms until 12:15.
 - Families who arrive before 12:15 for afternoon preschool should wait in the front of the building until 12:15 to reduce distractions for other classrooms.
- Families who wish to walk their child into the building should park in the front or rear parking lots, enter through the PK door, and go to the cafeteria with their child.
 - In an effort to increase independence, we ask that families say good-bye to their children at the cafeteria and then have the child walk to their classroom independently.
- **Families should enter the building through the front entrance and wait by the PK-4 office at the end of the day to pick up their children.**
 - **Families should not go directly to classrooms (except for 3PK families).**
 - **All students being picked up at the end of the day must check in at the PK-4 office.**

Guests Passes

We love having families in school, but please remember that all guests are required to sign-in into the PK-4 office and get a visitors pass before walking through the halls of Fillmore Central School.

- If you need to bring something to school for your child, please bring the item(s) to the office and we will call your child down to get the items.
- If you need to speak to your child, the office will call your child down to the office and make them available for you.
- If you need to talk to a teacher or visit a classroom, the office will call the teacher to make sure the visit will not disrupt instruction before you go to the classroom.
- If you are picking up your child at the end of the day, please stay in the front of the building and wait for your child to come to you. Do not walk to the classroom.

Teacher Meetings

Communication among teachers and families is extremely important. We value all communication. At the same time, it is very important that our teachers meet each student at their door to start the day in a positive manner and have their full attention on the needs of the students. Please set up a time to meet and talk with your child's teacher. Please do not stop by your child's classroom without a prior appointment. The elementary office phone number is 585-567-4432 and the e-mail address for every teacher is listed in your child's agenda. Please leave any messages with the PK-4 office, and we will communicate the information to the teachers.

I appreciate your help and cooperation as we implement these procedures. Please contact me at 567-4432 if you have any questions.

Sincerely,



Wendy S. Butler Ed.D.
Pre-K-4 Principal
Fillmore Central School