

**Cambridge & District Elementary School**  
**“SCHOOL SAFETY PROTOCOL”**  
**Updated Sept 2015**

Dear Parents & Guardians:

We have expanded our Sign In/Sign Out Policy that was implemented in September 2008 to include procedures around pick up and drop off of students, arrival, dismissal, visitors, volunteers and medical appointments. We place deep pride in creating a learning space that welcomes all, but also keeps students and staff safe and able to focus on learning. The Annapolis Valley Regional School Board has supported us to implement School Safety Protocols for our school.

**Arrival:**

Our morning supervision for early bus students begins at 7:45 am in the Main Lobby. A second Educational Assistant begins supervision at 8:00. Students can NOT be dropped off by parents and guardians until 8:00 when our second EA is on duty. This includes dropping them off at the playground. Please help us to keep your children and our students safe. Again thank you for your cooperation.

We are asking that you drop off and pick up your children in the Main Lobby. If you feel they need help with their clothing, backpacks and other items for their educational day, please check in at the office before proceeding. Our main office opens at 8am.

**Dismissal:** Parents are reminded of our 2:35 dismissal time. To avoid disruption to students learning and our need to protect valuable learning and instructional time we ask you to respect this and allow students to complete their full school day. Parents are asked to remember school procedures to wait for your child in the Main Lobby and not come directly to classes. After bus students are dismissed, teachers will bring the walkers and children waiting for parents down the hall to you. These children usually arrive by 2:45.

**Sign In & Out:** If your child arrives late to school or leaves early (after attendance has been taken) they will also need to be signed in and out in the main office. This allows us an accurate count of people in our building in case of an emergency or fire drill. New this year we will use late slips. Your child will need to take this to their teacher; this ensures that their attendance is accurate.

**Visitors & Volunteers:** Volunteers and Visitors are a welcome part of our school community. They will be required to sign in and out of the school and wear a designated badge or lanyard identifying their purpose. This is for safety purposes as well as an accurate count of people in our building in case of an emergency or fire drill.

**Medical Appointments:** Students will be supported to come or go as needed for medical appointments. Please send a note to the teacher with the time of pickup clearly marked. Then come to the Main Office and we will call your child's class. This prearranged time is encouraged. If you forget, please ask for assistance at the Main Office and we will get your child in the least disruptive manner for the rest of the class. You will need to sign your child out and pick them up in the Main Foyer, as we have safety concerns about children walking out to waiting vehicles in the parking loop. We appreciate your support and understanding of our Safety Protocol and we ask our parent community to cooperate and work together with us in our need to keep our school community and students safe and learning on going. Your children are precious to us and we need your cooperation for this. Safety of students and staff is our priority. Please contact me directly if you require further information or need to discuss your individual situations.

Yours in Education,  
Mrs. Turner-Tracy, Principal  
538-4680 or [cads@avrslb.ca](mailto:cads@avrslb.ca)