

**McFee Elementary**  
**Important Things to Remember**  
**August 24, 2009**

As we are getting the new school year off to a strong start, we want to insure that our students stay safe and focused on learning. Therefore, it is important to remember and adhere to the following very important procedures that are in effect at McFee to protect your child. Thank you for working with us as we work together to create a safe, productive learning environment for all our children.

**Check-in at Front Desk:** For security reasons, all visitors must report to the front desk upon arrival at the school for any reason. You must present proper identification and receive a name badge before you can proceed anywhere in the building. If you do not have a name badge on when you are in the building, you will be stopped and escorted back to the front office to receive one.

**Walking Children to Class in the Mornings:** *Beginning the second day of school,* we encourage all parents to leave their children at the front door and allow them to go on their own to their class. If you do, however, walk your children to class in the mornings, please be sure to check in with the front desk. You must show your identification and receive a name badge before you can proceed on to class.

**Meeting with Teachers:** Before 8:30, teachers are busy preparing for your child's day of learning. Beginning at 8:30, teachers are responsible for the welfare of their students. It is not possible for them to visit with you about your child if you just "drop in" to see them or if you attempt to talk with them as you escort your child to class in the mornings. If you need to meet with your child's teacher, please schedule an appointment with them so that they can give you the personal attention that you deserve.

**Changes in Transportation:** All changes in transportation must be made in writing. Phone requests for changes, or changes initiated by students, will not be accepted. For any change of transportation, please send a note to school with your child. Remind them to give the note to their teacher and tell their teacher they have a change. The teacher will then take the necessary steps to make the change.

**Authorized Individuals to Pick Up Students:** Please be sure that your child's emergency information includes all people you would allow to pick up your child. Children will not be released to anyone who is not indicated on the emergency card.

**Early Checkout of Students:** All early checkouts must occur before 3:30. No child will be released after 3:30 since we will be involved in our end-of-day and dismissal procedures at that time. Please make plans, if you are going to check your child out of school early, to do so before 3:30.

If you are going to pick your child up from school early, please send a note to school with your child that morning. Remind your child to give the note to their teacher. The child will be provided with a sticker reminding them and their teacher of the early checkout and we will be able to have the child at the front waiting for you when you arrive. However, you must still present proper identification before you can sign the child out and he/she can be released to you.

For unanticipated early pickups, please come to the front desk and present proper identification to sign your child out. As soon as a staff member is available, they will be sent to your child's classroom to escort them to the front office. Please be aware, though, that this process will take additional time since we must actually go to the class, get your child, and return to the front office.

***Car Riders:*** *In the mornings, students being dropped off by car should be dropped off so that they enter the building through the front doors. No car riders may be dropped off in the back of the school by the portable buildings.*

***Students who are designated as afternoon car riders must be picked up in the car rider line.*** The names of the children being picked up by that driver should be clearly displayed on a sheet of paper in the front windshield of the car. Parents should remain in their car and follow the directions of the staff members on duty as they proceed through the car rider line. Children may not be removed from the car rider line by anyone who walks up to the line. ***Individuals walking up to the car rider line to remove their child from that line will be directed to the front office, where they will be expected to show appropriate identification, which will be verified, and to sign the child out before the child is released.***

Although our car rider line is long, following the procedures in place will keep our children safe and ensure that the line moves as quickly and efficiently as possible.

**Walkers/Bikers:** Children who are designated as walkers or bike riders should be, indeed, a walker or bike rider. We have noticed some parents who are waiting on side streets and picking up their children in their car when they have designated them as walkers/bike riders. This is an extremely unsafe situation since we have many cars and buses moving around the school at that time. Please help us keep your children safe while, at the same time, teaching the importance of following the rules by adhering to the rules we have at McFee. If you are planning on picking up your child in your car, please go through the proper car rider procedures.