

## *NALDRETT ELEMENTARY*

*47800 Sugarbush*

*Chesterfield, MI 48047*

*(586) 949-1212*

*(586) 598-7666 Fax*

*Heidi Stephenson, Principal*



March 12, 2018

Dear Naldrett Families,

The safety of your child, and all children in our schools, as well as the safety of the school staff and support personnel is very important to us. I thank you so much for respecting and supporting our safety procedures here at Naldrett. The measures we take to insure safety can only be accomplished via a partnership with our families and community. We want to remain “family friendly,” but must also be diligent in all we do on behalf of students and staff. Please see below for an outline of the safety procedures implemented here at Naldrett to increase the level of safety for all.

- Students entering the building early for before-school activities (band, tutoring, Student Council, etc.) must enter the building through Door #1 in our Main Office, which opens at 7:45 a.m. All other doors will be locked.
- Upon arrival, students will enter the building through the doors that they are currently using. These doors will be opened at 9:00 a.m. and will be supervised by school personnel until 9:06 when they will, once again, be locked for the remainder of the school day.
- All visitors must sign-in and get a visitor's badge at the main office. This includes arrival and dismissal times. All visitors must enter the building through Door #1 (Main Office).
- Staff members have been asked to check that all non-staff adults in the building are wearing a visitor's badge. This includes parents and other adults that they know. If you are not wearing a badge, you will be asked to go to our main office to obtain one.
- If you are picking your child up at dismissal, please wait outside. If you need to come into the building, report to the main office and our office staff will call your child to meet you in the office.
- SACC policies will remain the same. Children/parents entering the building for the SACC program will continue to use Door #2.

As always, if you have questions or concerns please do not hesitate to contact me. Thank you in advance as we work together to keep our children safe.

Heidi Stephenson, Principal

Naldrett Elementary School