



Madonna School Safety plan: Visiting the School Protocol

We are committed to ensuring a safe school for your children. Parents and visitors we ask you to please drop your child off at the designated areas.

- When driving please follow all parking and drop off zone rules as per parking and drop off handout.
- The front door of the school is open at 8:00 am. Your child must wait inside the at the front entrance **if you** are dropping off before the 8:30 bell. At 8:30 am these students go outside to play.
- Supervision outside starts at 8:30 am
- The bell goes at 8:40 am. All students line up and come into the school
- 8:45 am Attendance is taken and class starts.

Kindergarten families please drop off and pick up your child at the Front Entrance of the school. Please do not walk your children to class, we are working with your children on independence and class routines.

Grade 1 to Grade 4 families please wait for your children at the Front Entrance or outside the various boot room doors. Please do not enter the hallways to pick up your child in the hallway at their locker or inside boot rooms.

Pre Kindergarten families please drop off and pick up your child at the Pre K entrance
Brighter Beginnings families please walk your child directly to the classroom and pick them up from the classroom.

Also, please note some students are on support plans and due to their specialized needs, their parent drop off pick up may look different.

If you need to speak to the child's teacher or another staff member,
please sign in at the office and pick up a Visitor badge before walking the halls of the school.

We ask **if you are volunteering** or coming into the school for **ANY** reason, please **sign in** and **pick up a visitor badge**. We will drop off to your child's locker any items that you are bringing in for your child. Our responsibility in the office is knowing who is in the building at all times.

Thank you for your cooperation and assistance with ensuring that Madonna is a safe place. Checking in helps us reduce interruptions to instructional time and prevents unauthorized people from speaking with students.

Please note we practice throughout the year:

- 6 Fire Drills,**
- 1 Shelter in Place**
- 2 Lockdowns.**