

Kolling parents,

In an effort to tighten up building safety, you may notice some changes or stronger enforcement to building access procedures for guests. Please take note of these procedures below. Thank you for your cooperation in keeping our building safe and preserving the learning environment of our students.

1. **Only designated office and administrative staff will buzz guests into our building.** You may see staff members next to the buzzer system who are not allowing you access. Please understand that only staff members that are trained on entry procedures will be permitted to buzz guests in during the school day. There may be times that we only have 1 staff member available to allow entry, and that staff member may be with another individual, causing you to have to wait longer than usual. Please be patient and understand that we will assist you as quickly as possible.
2. **Office staff will use the intercom to question all visitors they are unfamiliar with or unsure of their reason for requesting entry into the building.** Even if you are a parent or community member who has gained access to our building on many occasions, you may still be asked to state your business through the intercom system. If the office staff member is not completely certain of who you are or your business with our school, they will ask.
3. **All parents must use the cart in the main foyer to leave items that need to be delivered in our building.** If you have questions or directions at the time you are dropping off items for delivery, our staff will communicate with you through the intercom. Parents will no longer be buzzed into the building simply to deliver items or give directions for the items you are leaving.
4. **A staff member will be present at the main entrance during student arrival to stop any guest from gaining access to the building that is not necessary.** If you are dropping your child off, you must say your goodbyes at the flagpole. If you are carrying items in for your child, you will be directed to place them on the cart with a note or leave them in the office with a note (depending on size) for Kolling staff to take care of.
5. **Volunteers and building guest must respect the learning environment.** If you have building access for any reason during the school day, please remember that learning is still taking place throughout the building and that teacher time is valuable. We need our guests to refrain from carrying on conversations in the hallways, stopping teachers to have private conversations, or accessing any area of the building besides where you are directed to be. If you need to speak with a teacher, please contact them to schedule a time to meet with him/her.

These procedures will be strictly enforced in order to assure the safety of our children, staff, and other building guests. We are tightening things up for preventative measures – not because there was a breach in building safety. We value our relationship with parents and community members greatly, and this is not an attempt to be unwelcoming or distance Kolling staff from Kolling parents. We thank you for your cooperation and support in keeping our building safe and minimizing interruptions to the education of our students.

Sincerely,

Mrs. Cruz – Kolling Principal