



Safety Reminders

Dear Enchanted Care Families,

We would like to send out a few reminders with concerns to safety in and around the school building. As a community, we are all responsible for safety on our campus. Our parent handbook clearly states numerous safety policies; it is unfortunate that we need to have these concerns, but imperative that we all share in the responsibility to follow these policies. Please see an overview of these important procedures below.

Parking Lot Safety

While arriving and departing the school premises, please drive slowly and use caution in the parking lot. Be aware that there are children getting in and out of cars while pulling into parking spots. Once exiting your vehicle, please remember to turn off the ignition, remove any valuables from your car, and lock all doors. Cars should never be left running while unattended.

Door Code Sharing

Always use your door code when entering the building. Door codes should **not** be shared. If there is an alternate pick up, please inform the school ahead of time and have the person picking up ring the call button and wait for an administrator. Please do not hold the door open for anyone to enter. All delivery persons, maintenance workers, and unauthorized visitors are instructed to ring the call button and wait for an administrator.

Links 2 Home Check In/Out

Children should be checked in **prior** to going back to the classroom each day. When they are picked up in the evening, the child should not be checked out until you have picked them up from their teacher. Please always remember to check your child in and out of the building. This ensures that the teachers are aware of your child's attendance for the day and that you will receive their daily sheet in a timely manner.

If you see something, say something! Administration does their best to stay vigilant at the front door to help with any parent needs and all visitors entering/exiting. Please help us keep our building safe by following these guidelines and also notifying administration of any suspicious persons in or around the building.