

John B. Murphy School

3539 West Grace St.

Safety Rules and Policies

Our safety committee met and established rules for entry and dismissal. The morning entry (7:50am -8:00am) routines and rules will need remembering:

- 1) A green/red sign is being posted on the east and west entry doors to let you know if the playground doors are locked or unlocked. You should be able to see them from the street. Keep in good habits of dropping off children in the morning on time and **use these doors only until 8:05.**
- 2) **Only children** whose classrooms that are on the first floor (preschool or kindergarten) **should enter through the side doors.** All parents must be given a pass by the teacher to enter the building/classroom. Parents should not enter the school unless they have signed-in and obtained a pass from the main entrance.
- 3) Teachers are picking up the students from the playground in a specific order. Do not try to enter with the students. If you have two or more children entering on both sides of the school then you should drop off the oldest student first, then walk around the school to drop off your younger child. Parents are not allowed to enter the school to “cut through.”
- 4) **Entry to the playground is supervised starting at 7:50am.** Entry into the school is at 8:00am. After 8:05am then students should enter through the front entrance and they are tardy. Do not enter through the front entrance until after 8:05am because you will be asked to go to the correct student entry doors.
- 5) Respect for those supervising entry and dismissal is paramount. All adults model what is expected of children, especially respectful interactions during stressful times.
- 6) Late arrivals are disruptive to your child's education.

The afternoon dismissal routines and rules will need remembering:

- 1) Students are being dismissed by their teachers on the playgrounds. **Parents are not allowed to enter early to pick up students**

unless given a pass by the teacher. Otherwise all adults will have to enter through the front door, sign-in and be announced to the teacher.

- 2) **Parents are responsible for arranging supervision after 3:00pm.** Lists of after school care facilities are available in the office.
- 3) Early dismissals are disruptive to ending the day well for students.
- 4) During inclement weather such as rain, parents are allowed to stand inside the door at the base of the stairs but not allowed to go upstairs or "cut through" the building.
- 5) **Playgrounds are not supervised after school.** All children playing on the playgrounds must have a parent taking responsibility for their safety.

Remember that **Safety is #1** so make our school the safest by following the rules.