



Ancaster Meadow Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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www.hwdsb.on.ca/ancastermeadow

March 28, 2018

School Entry and Exit Procedures

To ensure a safe school environment for students and staff at Ancaster Meadow, some changes to entry and exit procedures needs to occur. These changes are aligned with both the provincial and HWDSB *Safe Welcome Protocol*. The parent School Council was also consulted and provided input into these changes.

What stays the same:

- Playground and bus supervision start at 8:45am. Only students enrolled in Umbrella before school care should be on the school grounds before this time.
- Students will enter through the rear and side playground door in the morning at 9am.
- The dismissal bell is at 3:20pm. Student will exit through both the front and rear doors
- Kindergarten students will be picked up and dropped off to the fenced pen areas
- Families are encouraged to reduce the vehicle traffic in the school parking lot. Please consider parking on a neighbouring street and walking in.
- Drivers must never leave their vehicles if not in a formal parking spot.

Starting Tuesday April 3rd, the following changes to entry and exit procedures will start:

- The front door of the school will be locked at all times before and during the school day. The front door will only be unlocked during select rental times after school. Entry through the front door will be by the buzzer only.
- The rear door of the school is for staff and students only. All parents and other visitors must use the front doors for entry to the school.
- All parents and other visitors must check into the Main Office when they are buzzed in.
- Only students and staff should be in the classroom hallways. This includes at the beginning and end of school; parents should not be going to lockers or classrooms with students.
- Parents with a specific reason to go to a classroom (e.g. prearranged teacher meeting) must sign in at the office and get a visitor pass
- There is no waiting for students in the front foyer at the end of the school day. Parents and guardians must wait outside the front doors. The front door will remain locked on the buzzer system.

Umbrella Before and After Care

All families utilizing before and after care must enter through the dedicated Umbrella door at the North end of the building.



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Kindergarten

All kindergarten students should enter through the fenced pens between 8:45am-9:00am. Families who arrive after the morning announcements should go to the Main Office and sign in.

After School Activities

Organizers of after school activities can arrange with caretaking to have the front door unlocked for select after school activities. Certain rental permits for community use are also eligible to have the front door opened after-hours based on the permit conditions.

Parking Lot

Please reduce the amount of vehicle traffic in the parking lot. Students are encouraged to walk and bike to school as much as possible. Students eligible for the school bus are encouraged to take the bus instead of having a car drop off.

Parking is limited in the school parking lot. Cars should not park or drop off in the dedicated bus area. If you are not parked in a formal parking spot, the driver should never leave the car.

Families are encouraged to use nearby street parking and walk in. There is a crossing guard in front of the school at the beginning and end of the day.

Your cooperation with these changes is appreciated. Ancaster Meadow is a large, busy school it takes everyone working together to make things run smoothly.

If you have any questions about these changes, please contact me either through the Main Office or email sgoodacr@hwdsb.on.ca

Thank you,

Simon Goodacre, Principal