

School Policy for Entering/Exiting the School

1. The back door is to be used for entry to the school by **students only** during instructional hours (8:45-10:15, 10:30-12:15, 1:00-3:00). It is not to be used during non-instructional hours; i.e. before school, during recess/lunch recess or after school. The parent supervisors are the only individuals who can use the back door during non-instructional hours for the purpose of setting up/removing the cones in the parking lot.
2. The doors at the side entry, back entry and front entry to the school are **never** to be left propped open or left open by overlapping the doors.
3. Parents and other visitors to the school must enter and exit through the front door by the office. Anyone who is staying to help in a classroom or help with a school event must sign in at the office and wear a visitor's badge. Upon leaving, they must sign out and return the visitor's badge.
4. If you are picking up or dropping off your child during school hours, you must enter through the front doors by the office. If you must go to the classroom to pick up/drop off your child, you must exit through the front door by the office.
5. Lunches are to be dropped off at the office. Students will be called to the office to pick up their lunches when the lunch bell rings.
6. For sporting events, during office hours, spectators and visiting teams must enter and exit through the front door by the office. After office hours, spectators and visiting teams must enter through the gym door (along 10th Ave.) and exit through the front door by the office.
7. Parents who are picking up children after a sporting event or other school event must pick them up at the front door by the office.
8. On days when the school determines it is a rainy day, students are permitted into the school at 8:15am. **Students only** will be permitted entrance to the school via the back doors. There must be a parent supervisor (with safety vest) in attendance at this door or no child is permitted access through it. Regular access for all students and adults will remain via the front doors by the office.