



## A safe and secure place to learn...

We value your involvement in your child's education.

We truly appreciate your understanding in regard to following the processes noted below - thank you.

### Some Kind Reminders about Safety & Security Policies & Processes at RVS:

- ❖ volunteers please complete a school volunteer form, criminal record & vulnerable sector check, use ID lanyards when in the school, and follow the sign in/ sign out process at the main office – forms can be accessed at the office or found on the school website.
- ❖ parents dropping off items during the school day are asked to please leave items with the main office for delivery; children can be called down to the office if parents need to connect with them directly. Alternately office staff can go with parents to a classroom, as only school personnel and on-duty volunteers can be in hallways during the school day
- ❖ to ensure only authorized individuals can access a child during the day, adults may be asked to present ID
- ❖ exterior doors (other than the front doors which will be open at 8:00) will open only at 8:20, and a few minutes prior to each subsequent recess bell in the day (includes dismissal bell at 3:05)
- ❖ children and parents are asked to please wait outside their grade's boot room doors until the first bell. Children are able to access the playground until the first bell at 8:25; supervisors are present starting at 8:10. In cases of extreme weather, there may be access for children to the boot rooms earlier, but as always, it is important they dress for the Alberta weather ☺. There is access to hallways/ classrooms prior to the first bell in the morning for parents who have an appointment with someone in the school, but please enter through the front doors and check in at the office. We would ask that prior to the last bell that adults please wait outside boot rooms, or just inside the main doors by the Library, rather than the central Common Area, as this is an area where students/ staff work throughout the day.
- ❖ school drop off loops may not have unattended vehicles, but we would encourage parking in the arena lot, which will have a staff member managing the crosswalk before and after school. You may also park/drop off behind the ball diamonds to the north of the school, which means no streets for kids to cross! There is also a supervisor in this location. If parking at the ball diamonds, please park along the north fence, and not in the walkway area – thank you.
- ❖ if parking in the school lot, please do not block anyone in. Please remember that it is unsafe to have young children access the school parking lot without a parent as traffic is constantly on the move in this area.
- ❖ our youngest students (Kindergarten) may have slightly different pick-up/ drop-off routines to accommodate their needs – please see the next page.
- ❖ supervision is in place on the playground during recesses, as well as before (starting at 8:10am) and after school at buses, the arena crosswalk, east school crosswalk, the ball diamond area, and in boot room areas to help ensure safety and security
- ❖ please remember that pictures/ videos at school can only be taken by staff members, and these will only be posted with adherence to FOIPP (Freedom of Information and Protection of Privacy) guidelines

- ❖ For September 2 - 8 there will be a relaxed process around drop-off and pick-up for Grades 1-8. Parents may access hallways at 3:00, as well as those mornings beginning at 8:20 until the second bell at 8:30. We would continue to encourage you to access the school through the appropriate boot room doors rather than through the front doors during this time- thank you. Supervisors in each area will facilitate early entry and exit on these days. **Standard processes will be in place starting on September 9. If you have a unique circumstance that requires special arrangements for transitions that extend beyond this timeframe, please have a conversation with your child's teacher.**

**\*\*Please note that even on these opening days we request no parking in the drop off loops unless you have a wheelchair permit, or unique circumstance which has been discussed with the office.**

### **Kindergarten**

Drop off – Students being dropped off by parents should access the playground until 8:20 and can then proceed to enter through the west boot room doors. They are also able to play on the playground until the first bell at 8:25. There is supervision on the playground starting at 8:10. If you wish to remain with your child, feel free to wait outside these boot room doors until the first bell at 8:25.

Pick up – Students being picked up by parents will be taken to their boot rooms around 3:00. Parking is available behind the ball diamonds to the north, in the arena lot, and occasionally in the school parking lot.

Bus students will be taken to their buses before 3:00 each day, and once students are more independent they will be able to navigate this on their own.

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**September for Kindergarten:** We recognize that beginning your school years can be both exciting and a bit daunting for our youngest students. To help facilitate this transition, parents are welcome to come into the building through the appropriate boot room doors **for the month of September** and accompany their K child to the classroom. Supervisors at each door will facilitate the entry of students/ parents into the building each morning. We would ask that once staff has collected your child from you (prior to the second bell at 8:30/ O'Canada) that you exit through the same boot room doors – thank you. As noted above, K students are brought to their boot room ahead of the last bell to ease the end of the day rush, so please meet them outside these doors. **If you have a unique circumstance that requires special arrangements for transitions that extend beyond this timeframe, please have a conversation with your child's teacher.**

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### **Picking up other children not in Kindergarten**

If you have children in both K AND Grades 1-8 whom you wish to pick up, the best option is to have all your children meet you outside the K boot room. The other option is to take your littlest, travel outside the building back to the front doors to meet older children there. Unfortunately we can only have school staff navigating through hallways – thanks for your understanding.

**Thank you for your willingness to follow protocols that make RVS the safest, most productive learning environment for your child that it can be – we appreciate it!**