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Baldwin Families,

Welcome back and we are looking forward to another great year at Baldwin! Please take a minute to become familiar with our new drop-off and pick-up procedures.

Entering the building – Visitors who wish to enter our building must do so through our front entrance.

The front entrance doors will be locked at 7:45 am. each morning. Anyone who wants to enter the building will have to ring the bell, identify themselves, inform the office staff of reason for their visit, and then be "buzzed in". As soon as visitors are given access into the building, you must report directly to the front office. Once in the front office you will have to go through the normal security check and receive a badge that states your name and destination in the building. Our students and staff will be vigilant in reporting people who do not have proper badges and will not open any doors to visitors. Teachers in the portables will not allow any visitors into their classroom without first checking into the office and receiving a visitor's badge. Visitors must receive a badge even if they are dropping off items or picking-up their child. Signs will be placed around the campus to remind visitors of our expectations for entering the building.

Drop-off and Pick-up Procedures

Front doors off Meridian Park Blvd;

Morning drop-off: For the safety of your children, please do not drop-off your child in the staff and visitors' parking lot in front of the school. This is not a designated drop-off place. The parking lot is for staff and visitors parking only. We need parents and guardians to stay in their car when dropping off children. It is extremely dangerous when adults get out of the car and have students cross in front of cars. It is also a safety concern when cell phones are being used when dropping off or picking up students in the circle drive. We ask that you please refrain from using your cell phones when dropping or picking up students. We do have a cross walk in the circle drive that is designated for crossing students, please do not stop on the crosswalk.

Afternoon dismissal – *Car pick-up:* Parents need to come through the front circle drive and stay in your automobiles until your child is brought to your car. We cannot have parents parking along the curb, getting off the car to find their child. It is important to display the name card on your windshield with your child's name and the teacher's name. This will help us get your child to you faster and this will help keep the traffic flowing through the front circle drive. You can obtain this car sign from your child's teacher. Please do not park your car on the front curb.

Walkers: If you are walking up to the building to pick your child you need to pick them up from the gym if they are in Kindergarten – 2nd or from the covered play slab area if in 3rd- 5th grades.

Back doors off Espina Dr.- There are new procedures for this area so please read below carefully.

Morning drop-off- The doors in the back of the school back facing Espina Dr. will only be for bus riders and staff. These doors will remain locked at all times and will only be opened by staff to allow bus riders in the building. Espina walkers are asked to walk around to the front of the building or the side doors by the gym to enter the building. If you drop off your child on Espina Dr., he/she will need to walk around the building to enter through the front doors. If you walk your child to school, you will need to walk them around the building to enter the building through the front doors. The Espina doors will only be opened to our bus riders.

Afternoon dismissal- Students exiting from the back doors to Espina Dr. will be waiting in the gym with teachers until buses have left the premises. After buses have departed, our staff will walk students up to the back door and safely dismiss them. We ask that parents do not wait under the covered walk way at the back of school. Parents please wait by the stairs above the staff parking. We have faculty on dismissal duty to ensure the safety of your child.

Portables: For the safety of your child, we ask that you do not drop-off or pick-up students from the portables. If a child is late or needs to be picked up early, please go directly to the office and follow the check in or out procedures.

Administration expects all teachers to promptly pick-up their students from the cafeteria at 7:35AM. We need your help ensuring teachers are on time to the cafeteria. We ask that if you need to speak to your child's teacher in the morning you send them a note, an email, or schedule a conference with them. Our teachers are always happy to meet with you to discuss your child!

Cafeteria Drop-off –On the 1st day of school at 7:15 am, students will report directly to their classrooms. If a student needs to eat breakfast, please have them report directly to cafeteria and then to their class.

Hug Zone: This is the designated morning drop-off zone in the gym for every child. Enter through gym door and drop off child at the hug zone. A teacher or safety patrol member will greet your child at this designated hug zone area. At this time give your child a hug and the staff member or safety patrol member will walk your child to their teacher's area in the gym/cafeteria.

Friday morning assembly – Every Friday morning, we have a school wide assembly in the cafeteria to celebrate birthdays and all the great work students are doing at Baldwin. In order to ensure the safety of all of our students we have made some changes to the morning assembly drop-off procedures. At 7:35 a.m. the main cafeteria doors will be closed and locked. Students who arrive after 7:35 a.m. will not be allowed to enter through the cafeteria doors; instead students will have to enter through the outside door leading into the gym. Due to limited space in the cafeteria and gym, parents and visitors will not be permitted to walk their child to the class line. We will have members of our Baldwin Safety Patrol waiting at the door to escort your child to their class line in the cafeteria or gym.

The Baldwin staff wants you to know that the safety and well being of your child is our number one priority. We need your help and support to ensure the safety of our Bobcats.

See you soon!