

3/13/18

Dear Families,

Keeping your children safe while at school is one of our top priorities. In an effort to maintain open lines of communication, I am writing today to share some of our safety measures that are currently in place.

**Controlled Access:** All exterior school doors are locked throughout the day and are remotely controlled and/or monitored. This allows a quicker response time in the event of an emergency.

- **Visitor Check-In:** All visitors must be buzzed in after pre-screening to gain access to our building. Upon entering, they are required to check-in with school office where they are issued a badge identifying them as a visitor.
- **Cameras:** We have security cameras throughout the building with multiple viewing stations that allow us to monitor, in the office, the various areas of the building. Not only are we able to monitor in real-time, but we can also review recordings to complete investigations as needed.
- **Emergency Training:** As advised by the Kentucky Center for School Safety, we host monthly drills that allow us to practice evacuating the building. In addition, we perform two lockdown drills per year. 1
- **Emergency Management Plan:** As a school, we have an emergency management plan that is more in-depth and allows us to lay out specific details in the event of an emergency. For example, we have designated specific off-site safe-zone locations for situations when students, faculty and staff are not able to remain on our campus.
- **Emergency Bags & Flip Charts:** All classrooms are equipped with a clear, emergency bag that contains a roster, first-aid supplies, and other necessary items in the event of an evacuation. Our flip charts identify step-by-step instructions for various emergencies including, but not limited to: fire, earthquake, shelter-in-place, etc. These were updated this past summer and are continually evaluated.
- **Security Audit:** From time to time, we have someone walk our building to perform an audit in relation to school safety and emergency management. Police officers have also been present during lockdown drills.

In light of recent events and tragedies, a safety assessment has allowed the administrative team and the safety committee to reflect on ways in which we can take further precautions. As a result of those reflections and discussions, we have decided to allow entrance only through the front and back doors during morning drop-off. Faculty members are assigned to those locations each morning to greet students and to monitor the building.

Here are two, additional changes that will be in effect beginning this Thursday, March 15th:

- The entrance by the two-year-old classroom will remain open only until 7:50 a.m. After 7:50, parents will be required to utilize the main entrance at the front of the school in order to gain access to the building.

- The doors by the kindergarten classes will no longer be open in the mornings. We understand this is a change and apologize for any inconveniences it may cause, but it allows us to take further safety precautions.

We appreciate your understanding that this precaution helps safeguard all our children. Together, we can continue to create a safe school environment for our school community. As always, we welcome your comments and would be delighted to discuss any ideas or concerns you may have regarding the matter of school safety or emergency preparedness.

Thank you for entrusting your children in our care.

Many blessings,

Paula Smith, Ed.S.

Principal