



Meadow View Elementary

3700 Butterfield Crossing Drive, Castle Rock, CO 80109
Lacey Dahl, Principal * Jennifer Bass, Assistant Principal

November 17, 2016

Dear Meadow View Families,

Beginning Monday, November 28, 2016, we will be changing our **AM** student drop-off routine. These changes will:

- Allow students to enter the building and go directly to their classrooms immediately following parent drop-off. This will result in increased supervision and student safety.
- Alleviate AM parking lot congestion.
- Increase safety and security in our building by decreasing parent/visitors from entering our building without signing into the office.
- Eliminate the use of the playground building entrance and allow school personnel to monitor who is coming into the building through the front doors. Parents and visitors continue to enter the building without checking into the front office. This poses a safety and security risk.
- Allow teachers to greet their students as they enter their classrooms and allow time to individually speak to each student prior to the start of the day.
- Eliminate daily student injuries due to students playing on playground and equipment before school.
- Keep the front hallway/foyer free from congestion on poor weather days, as students will go directly to their classrooms.
- Eliminate students being dropped off at school too early and having to stand outside unsupervised for long periods of time.

Doors open at 8:15 a.m. Please do **not** drop your child off any earlier than 8:15 a.m. Doors will not open for students to enter the building until 8:15 a.m. and there will be no supervision until this time. If morning childcare is needed, please contact Angela Dunnigan in our Before and After School Enterprise (BASE) program at 303-387-5498.

CAR Drop-off: Please use the Kiss N' Go lane to drop your child off at school in the morning. Staff will be present to help students get out of the car if needed. Students will go directly into the building and into their classrooms.

WALKING Drop-off: If you walk your student(s) to school, please say goodbye to your child at the front doors. Parents will not be allowed to walk students back to classrooms. Student safety is our number one priority and we must account for every person in our building. If a parent needs to go back to the classroom for any reason, they will be asked to sign in and obtain a visitor's pass at the front desk. Please be respectful of this.

School personnel will be present in front of the building and in the foyer to help students get to their classrooms. I have met with each class and talked to students about the procedures and expectations for morning start. Thank you for your flexibility and adherence with our new routine.

Sincerely,

Lacey Dahl
Principal