



## 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 at: <https://www.rivervalleysundre.ca/download/341889>
- ❖ 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 8:15, 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 8:15. 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 rather than the 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 cross walk 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 (Pre-Kindergarten and Kindergarten) may have slightly different pick-up/ drop-off routines to accommodate their needs – please see the reverse page.
- ❖ supervision is in place on the playground during recesses, as well as before (starting at 8:15am) and after school at buses, the arena 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

### **Pre-Kindergarten Morning Program - Monday to Thursday**

Drop off: please arrive outside the east boot room doors at 8:15 and a staff member will meet your child

Pick Up: please arrive at the same boot room doors at 11:20 and a staff member will deliver your child to you

**\*\*We are asking for no unattended vehicles in the drop-off loops but recognize the unique needs of many of our youngest students which require them to have more adult support and easy access to the building – if you are in the east loop, please try not to leave your vehicle unattended for lengthy periods of time. Alternately, if you stand beside your vehicle, but on the sidewalk/ passenger side, staff will help your child navigate to you.**

### **Kindergarten**

Drop off – Students being dropped off by parents should access the playground until 8:15 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 8:15. 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.

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### **Picking up other children not in Pre-K/K**

If you have children in both Pre-K or K AND Grades 1-8 whom you wish to pick up, the best option is to have all your children meet you outside the Pre-K or K boot room. The other option is to take your littlest, travel outside the building back through the front doors, and to the Common Area – it does seem like more work, but 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!**