

Please be advised of the new safety procedures for the Anne Hutchinson School. These are in addition to the existing measures we have in place.

Main Office Hours : 7:45am- 3:15. We will have a front door monitor during these hours. No one will be buzzed in before or after those times. Children are not to be dropped off until supervision is provided at 7:45am for Band, Chorus, or Orchestra rehearsals. For all other students, supervision begins, as always, at 8:15. Parents who have scheduled appointments with teachers before or after the office hours posted will meet their appointment at the main door.

Visitors: - In our efforts to know who is in our building, parents and/or visitors to AH **MUST ENTER AND EXIT** from the **Main Door ONLY** - this is our single point of entry. All parents and visitors to classrooms will be by **appointment only**. Teachers will provide a scheduled appointment list to our front desk staff – Doris Kulinski-am or Diane Stroud-pm. **ONLY** those on the list will be allowed to go to a classroom or event in the building. Class parents may **NOT** bring any other guests/parents with them who are not scheduled to be here. All visitors will be provided a Visitor Pass to wear while in the building.

ID Badges: All staff will be required to wear an ID Badge during school hours throughout the buildings.

Lockdown Procedures: These safety procedures have been reviewed with all staff. Drills were held in the fall of this year, and we are planning to hold another drill again sometime in the new year. All children have practiced these drills and understand the importance of them. Lt. Jeff Hunter from the Eastchester Police Department attended our staff meeting last Monday, December 17th on safety procedures, providing insight and suggestions as we move forward to keep our students and staff safe. Chief Bonci will be the guest speaker at our PTA meeting on Wed. 12/19 at 7:45 pm to answer any questions and concerns parents may have.

Dropping Off Items: Any forgotten items from home such as lunch, eyeglasses, instruments, as well as party goods, projects, etc., will be left with our front desk staff. Children will be called to pick them up, and where needed, staff assistance will be provided to bring the items to the rooms.

ALL DOORS WILL CONTINUE TO BE LOCKED AT ALL TIMES

Thank you so much for your attention to these procedures. The safety of all is of the utmost priority, and your cooperation in adhering to these procedures will assist us greatly with security in our building.