

**PLEASE NOTE:  
You have safety duty next week!!!**

**Dear Safety Patrol Parent:**

The success of our safety program depends on **every** parent doing their part. Throughout the year parents are called upon by classroom to keep our parking lot safe. This is an obvious sign of service to your children. You should have received a reminder postcard for your safety duty date. Parental participation is imperative.

Arrival - On your assigned night, report to the Griesedieck Center (gym) 20 minutes before the start of your child's PSR session. The Safety Coordinator will be there to direct you to:

- sign in notebook under appropriate day and time slot
- pick up an orange safety vest and flashlight
- pick up a specific safety location assignment for arrival and dismissal

Please be at your assigned location on the parking lot 15 minutes before students begin to arrive (4:45, 6:35). Your responsibilities include assisting children out of cars as needed, directing children to sidewalk and into gym, easing traffic flow, maintaining order in gym until classes are dismissed to rooms and protecting children and property from injury (Please - interrupt inappropriate behavior; i.e. no running, no food/drink, no balls, no skate shoes, no climbing on bleachers).

Five minutes after the bell has rung to begin class, report to the office. Your help may also be needed during class time. Late-arriving children are to report to the office for tardy slips. Only the doors outside of the office will be open.

Dismissal - Report to your assigned spot 15 minutes before dismissal (6:00 p.m. and 7:45 p.m.). This will be a different location than your arrival assignment. Safety parents are needed to:

- direct parking patterns
- ensure drive paths are clear of people
- signal to Safety Coordinator
- keep exit lanes open for exiting traffic; no cars are to park in exits
- assist flow of exiting traffic
- Place barricades to prevent late arriving cars from entering the student dismissal areas after the dismissal bell has sounded

No cars are to enter lots after 6:15 or 8:00 because children will be present. Late cars are to park on the late lot until traffic flow is clear. Please remember this is for the safety of our children. We do not want any children in harm's way. We need you and we appreciate your positive input for improvement!

After all the cars have cleared the lot, return the vest and flashlight to the Office. Your comments are welcome in the back of the safety notebook.

Your own PSR child(ren) should go to the gym on arrival, as usual. They will be dismissed in the usual manner (*Children in Kindergarten will be taken to the office and are not allowed to wait alone.*). Decide ahead of time where you will meet your children - an adult will always be in the office if you would like to meet there after the parking lot has cleared.

Safety patrol is a mandatory part of PSR. You are required to work when your child's class is assigned. If you cannot, we *will* assign you a make-up time. If necessary, small children may accompany you at some safety patrol locations. Thank you!