

THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF EARLY CHILDHOOD EDUCATION
EDUCATION CENTER
440 N. BROAD STREET, 2nd FLOOR- PORTAL C
PHILADELPHIA, PENNSYLVANIA 19103-1099

Renee Queen Jackson
Deputy Chief

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Dear Parents/Guardians,

Due to recent incidents of school violence across the country, it is necessary to put new safety measures in place in our Head Start locations. Beginning Monday, April 1, 2013 a new arrival/dismissal safety procedure will be in place at Germantown Head Start. This procedure is being put in place for the safety of all children.

Children will line up in the area located below the stairs in the front of the building at 8:30 AM. Rooms 1 and 2 will line up in the area below the stairs to the left of the door. Rooms 3 and 4 will line up in the area below the stairs to the right of the door. Sign in will take place in this area. Please wait with your child until the teacher brings the class into the building. If your child arrives after 9:00 AM, you will enter the building through the high school entrance and walk through the building to the Head Start door. A staff member will greet you at the door where you will sign in. The staff member will escort your child to the classroom.

Children will line up in the area located below the stairs in the front of the building at 3:00 PM. Rooms 1 and 2 will line up in the area below the stairs to the left of the door. Rooms 3 and 4 will line up in the area below the stairs to the right of the door. Sign out will occur in the schoolyard. At the conclusion of the group pick up time any remaining students will be taken to the late pick-up classroom inside the building with late pick up personnel. When the designated escort arrives, staff will verify the id and make a photocopy of the id if none is on file. When the id has been verified your child will be released to the escort. Please be sure that your escort list is up-to-date.

Alert the teacher in the morning if there is a need for early dismissal in the afternoon. When picking up your child for early dismissal, you will be asked to identify yourself at the door, state your child's name and room number. A staff member will bring your child to the door for dismissal.

The purpose of this policy is to ensure the security and safety of the building and the safety of every child in the Germantown Head Start program. Thank you for your cooperation with this new policy. It is my hope that in addition to keeping your child safe, this policy also makes our families feel secure, knowing that access to the building is secure.

If you have any questions, I can be contacted at 215-400-5532.

Thank you,

Sandra Snyder
Education Coordinator, Area 4