

April 19, 2019

Dear Parents,

As you have likely noticed, great efforts have been made to secure our campus over the past two years. The process of closing the perimeter began in the 2017-18 school year with the installation of the Ladera push-gates and most recently the steel cased green fence with two additional push-gates in the upper parking lot. In the coming weeks, we can look forward to the district replacing existing pedestrian padlocked gates with push-gates. Thank you for your continued cooperation to protect our learning spaces and support keeping students safe while on campus. Please be aware of the following new (and old) procedures. THIS SCHEDULE BEGINS ON APRIL 29, 2019.

GATES LOCKED

Ladera/Bell Avenue Push-Gates	8:30am-2:10pm daily (Wed. 1:20)		
Upper Parking Lot East and Central Push-Gates	al Push-Gates 8:30am-2:10pm daily (Wed. 1:20)		

ALL VISITORS AND STUDENTS ENTERING CAMPUS WHEN GATES ARE LOCKED MUST GO THROUGH THE FRONT OFFICE and FOLLOW CHECK-IN PROCEDURES.

KINDERGARTEN DISMISSAL LOCATIONS* (Note this important change M, Tu, Th, F)

In order to keep our instructional environment safe and quiet, TK/Kinder teachers will now bring students to the push-gate areas (M, Tu, Th, Fri) for pick up. This is NOT a student valet and parents must be at the designated push gate at dismissal times.

Teacher	Upper Parking Lot Location	Days/Time		
Brancat o	Central Push-Gate (nearest room 6)	M, Tu, Th, F 1:30pm	**ON WEDNESDAYS PLEASE PICK UP CHILDREN DIRECTLY FROM CLASSROOM. *All GATES OPEN AT 1:20pm.	
Crum	Central Push-Gate (nearest room 6)	M, Tu, Th, F 1:30pm		
Moll	East Push-Gate (between room 9 and lower play structure)	M, Tu, Th, F 1:30pm		
Putich	Central Push-Gate (nearest room 6)	M, Tu, Th, F 1:45pm		

Students not picked up within 5 minutes will be brought to the office for safe keeping. Parents wanting to wait on campus for older siblings, may do so quietly at the lunch benches or upperplay structure by entering and signing in through the office, so we know who is on campus.



PLAYGROUND USE: *Supervised* students may do homework at the cafeteria benches OR play quietly on the upper playground structure AFTER 1:35pm daily. NO ball games are allowed in the morning or in the afternoon in order to protect the noise level for students still receiving instruction.

Note: The kindergarten field and play structure and lower playground are NOT available for student use until AFTER 2:45pm.