

EMERY PARK SCHOOL SAFETY FIRST



In order to maintain the safety of our students and to secure an even safer, more secure learning environment, the Emery Park emergency team has implemented the following safety changes that were effective Monday, January 28, 2013. Remember, your child's safety is a priority, along with your child's academic success. We want your child to leave Emery Park one day with positive, enjoyable memories.

○ MORNINGS:

- The entrances to the building on Meridian Ave. and Orange Grove Ave. will be locked each morning.
- Parents will need to drop off students at the gates on Meridian Ave., Orange Grove Ave., or the Commonwealth Ave. door. Yard duty supervisors will be supervising the gate areas.
- Students will need to enter through the gates on Meridian Ave., between the auditorium and the main building, the door on Commonwealth Ave., or the gate on Orange Grove Ave. Once the Meridian Ave. and Orange Grove Ave. gates are closed, students will need to enter through the Commonwealth Ave. door.
- Parents / visitors needing to enter campus may enter only through the Commonwealth Ave. door and then report immediately to the office for information for a visitor's pass and to sign in, if necessary. When parents / visitors leave campus, they will need to sign out in the office and turn in their visitor pass. Visitor passes will be given for specific reasons, such as parent / teacher meetings, but not to include waiting in hallways for students.
- Parents / visitors will not be allowed to wait in the hallways or on the playground before school. Students will be supervised by Emery Park staff.



○ AFTERNOONS:

- Students will exit at designated areas where parents will be waiting for student pick up outside of the school. Parents will not be able to wait for students in the hallways or in the playground area. Again, parents needing to enter campus may enter only through the Commonwealth Ave. door, report immediately to the office for information for a visitor's pass and to sign in if necessary.
- Students will be under supervision in the pickup areas:
- Pick Up Areas:
 - Kindergarten: Orange Grove Ave. Gate or outside of the Orange Grove Ave. door
 - 1st Grade: Outside the Commonwealth Ave. door
 - 2nd Grade: Outside the Meridian Ave. Gate
 - 3rd Grade: Outside the Meridian Ave. door
 - 4th – 8th Grades: Outside the Meridian Ave. or Commonwealth Ave. doors

○ ADDITIONAL PARENT / VISITOR REMINDERS:

- If you need to meet with a classroom teacher, please remember to contact the office, 626-943-3340.
- If you need to deliver a forgotten backpack, lunch or homework assignment, please take it to the front office. Your child's teacher will be notified.
- Parking is available on Meridian Ave., Commonwealth Ave., and Orange Grove Ave. The staff parking lot is not open for parents / visitors. Emery Park's Street Sweeping Day is Thursday; be sure to check the posted Street Sweeping Parking Signs to avoid getting a ticket.
- If you are volunteering, remember to check in with Mrs. Montes in A 4 for all necessary documents. All volunteers must wear a badge. Mrs. Montes can be contacted at 626-943-3340.

