

**ATTENTION PARENTS/LEGAL GUARDIANS  
SAFETY AND SECURITY INFORMATION  
SEPTEMBER 5, 2017**

**Morning and Afternoon Traffic/Drop-Offs and Pick-Ups:** There is a growing concern regarding the number of vehicles pulling into the parking lot on Thole Street dropping off and picking up children. The vehicles are causing major congestion and creating potential for accidents and/or injuries. After careful consideration, concern from various parents, and consultation with district personnel and the city's Traffic Division, we will continue to enforce changes in the parking procedure. **Effective immediately and throughout the school year**, parents are to refrain from parking in the lot on Thole Street. The lot is reserved for staff members and handicapped parking only and will be blocked off. Should you choose to park on Thole Street and not adhere to the "no parking signs," you run a serious risk of having your vehicle ticketed and/or compromising you and your child's safety, per Law Enforcement. Please know that Law Enforcement has assured me that Suburban Park and surrounding schools, including Granby High, Granby Elementary, Norfolk Christian and Norfolk Collegiate are all subject to the same traffic enforcement.

**Student Arrival:** Please be reminded that if your child arrives to school after 9:00 a.m., a parent or legal guardian **MUST** accompany him/her in the building. Upon entering, you are to report to the front desk in the main hall or to the main office to sign the child in for the day and to note a reason for tardiness. Remember: Children, other than those enrolled in the YMCA Child Care Program, are not to be dropped off before 8:25 a.m. They cannot be left unaccompanied by a parent or legal guardian. **THERE ARE NO EXCEPTIONS.**

During past years, Law Enforcement representatives conducted walkthroughs at Suburban Park and made several recommendations to further promote safety. We are acting upon these recommendations and will continue to reinforce the following:

- Enter the building through the front door only;
- State your name and the nature of your visit;
- Upon entering, report directly to the main office for further directions;
- Display your visitor's badge at all times should you need to go to another area of the building;
- Report to the main office to sign out upon concluding your visit; and
- Exit through the front door **ONLY**.

**For your information, we are conducting monthly lockdown practice drills. Lockdown drills are means of practicing preparedness in the event of an intruder or criminal act. Should you happen to visit the school during one or any of these unannounced drills, you will find a sign posted on the door indicating that a practice drill is in progress. You will not be allowed to enter the building until the practice drill has been completed and all occupants have been given an "all clear" signal.**

**Also, please be informed/reminded that you are not allowed to escort your child(ren) to class in the mornings EXCEPT DURING THE FIRST WEEK OF SCHOOL, SEPTEMBER 5-9, 2017. Instead, they are to be dropped off at the front door. Pre-Kindergarten parents will drop off and pick up their children at the exit doors nearest their children's classrooms, through the double gate, located on the lower grade side of the building.**

We look forward to our ever strengthening partnership among home, school and community as we continue to provide each child with optimal educational opportunities.

Sincerely,

*Brenda P. Shepherd*

Brenda P. Shepherd  
Principal

Cc: Ms. Beverly Ellis