

Dear Dicken Families,

I have some important information to share with you regarding new security procedures at Dicken both before and after school. As you know, our doors have been locked during the school day with a buzzer/camera utilized for entry. However, our school has been unlocked during before school childcare and after school childcare. This creates a potentially unsafe situation for our children and staff. Therefore, beginning this school year we will be implementing a system where our school will be locked at all times. While on the surface, this seems like a fairly simple change, there are many moving parts, so to speak, to make this successful. Below is the plan:

**7:00 AM - 8:30 AM - All outside doors will be locked**

School Aged Childcare staff will be responsible for allowing entry. Childcare families will ring the bell for entry and can proceed to childcare when admitted. All other visitors will be asked to state their reason/activity to the staff answering the bell.

Childcare will not buzz in and allow entry for non-childcare parents or guardians

**8:30 AM - 9:05 AM - Main Entrance doors will be open**

Dicken main entrance doors will be open for the beginning of the school day. Staff will be located at secondary entrance doors and will admit students when the first bell rings at 8:56 am.

**9:05 AM to 4:15 PM - All outside doors will remain locked**

Dicken's main entrance door will be locked for the school day. All other outside doors are also closed & locked. Please enter through main entrance only. Please use the buzzer/camera system to request entry. Please identify yourself and the reason for your visit. Dicken's office staff are responsible for allowing entry into the school. Once buzzed in by staff, please proceed to main office to check in.

**4:15 PM - 6:00 PM - All outside doors will remain locked**

School Aged Childcare staff will be responsible for admitting in parents/guardians who have a student in the childcare program for pick-up. For other after school activities, that adult who is responsible for the program will bring your student to the main door when the activity concludes.

Childcare will not buzz in and allow entry for non-childcare parents or guardians.

**We ask for your continued help & support with this safety plan:**

- Please limit your entry into the school before and after school unless it is absolutely necessary.
- When picking up your student for an appointment during the school day, you will be buzzed in by office staff. Students will not be called from the classroom until parents/guardian arrive.
- If you have an appointment with a teacher or other staff member before or after school, try to arrange a way to meet him/her at the front door if at all possible.
- We will not release students for early pick up after 3:45 pm unless it is an emergency.
- If your student is involved in an afterschool activity or class please meet your student at the front door when the activity is done. The staff member in charge of that class or activity will escort students to the door when class is over.
- If you need to pick-up your student early from these afterschool activities (not childcare related) please let the staff member know by contacting them or including a note with your student that day that includes the time of pick-up.

We ask for your patience, our intent with this new system is to ensure the safety of our students before and after the regular school day. I'm sure you join me in understanding the importance of adding this new layer of security to our schools. If you have any questions, please do not hesitate to contact me at

[madison@aaps.k12.mi.us](mailto:madison@aaps.k12.mi.us)

Thank You  
Principal Madison