

Visitors and Volunteers Welcome

**To All Parents and Friends
Of Brooklyn Elementary School**

As a means to maintain a safe school environment, we have implemented the following steps to help keep our children safe during the day:

- **All doors except the Main Entrance will be locked after the school day has begun.** All teachers will have keys to open the doors from the outside. The doors will still be able to be opened from the inside at any time.

- **All visitors, parents, volunteers and substitute teachers will be asked to register with the office.** These visitors will get an identifying badge to wear while they are in the school. This will help staff and students identify visitors and make them welcome.

Please remind any students who are tardy or who are returning to school in the middle of the day to use the Main Entrance and check in at the office.

If you have any questions, please contact the School Office.