

# 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 procedures 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 pogs 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 must register in the office.** You must wear an identifying badge while you are in the school. This will help staff and students identify visitors and make them feel welcomed.

Any students who are tardy or who are returning to school in the middle of the day should use the Main Entrance and check in at the office to get a yellow pass.

If you have any questions, please contact the School Office at 835-4591.