



## School Visitor Policy

Blessed Sacrament School is a warm, welcoming, and inviting place to learn. As such it is difficult at times to strike a balance between children's safety and allowing people to feel welcome. Therefore, the following policies and procedures have been implemented in the interest of all the children's safety.

### Policies and Procedures:

1. Children do not come into the school before the bell rings in the morning, unless a teacher has asked them to help. Bags are to be left outside in the lineup, *not* brought to the classroom.
2. All parents/visitors are to report to the office on entering the school. No adult may go to the classroom without permission from the principal or delegate.
3. Any adult going beyond the office area **MUST** have a visitor or volunteer badge.
4. All visitors and volunteers **must** check-in at the office, sign-in, and wear a badge provided by the office.
5. Lunches are to be dropped at the office with the child's name and grade clearly marked. Students are to come to the office to pick them up.
6. Children leaving for appointments will be called to the office by the secretary. Parents will meet the child at the office and sign them out.
7. Children leaving early for a game are to meet in the classroom beforehand (ie: the Grade 6 team meets in the Grade 6 room) and the supervising teacher will bring them outside, either to bring them to the gym or to the courtyard/cars. Drivers do not enter the classrooms or school.
8. Teachers are happy to meet with parents **before or after school**, (*not* while children are coming *into* school in the morning, as the teachers focus must be on the children). Please make an appointment if possible.
9. At the end of the day please wait outside for your child. With 200 children leaving at the same time it is very congested and can get noisy with all the adults and children talking. All children should be able to pack up by themselves and put on their own coats. *Parents are not to enter the school or classrooms to help their children.*
10. Children's washrooms are out of bounds to all adults. The washroom near the principal's office may be used by staff and other adults.

*Safety for your children is our primary concern. Thank you for your understanding and cooperation.*