



## Guest Arrival and Lunch Procedures at Warren Hills



This document is intended to remind parents and guests of our arrival and lunch procedures at Warren Hills. The safety and security of our students is a top priority, and we appreciate your attention to the part you play in creating a safe environment for all Wildcats. If you should have questions, please contact Ms. Michelle Swierski (Principal) or Dr. Matthew Krohne (Assistant Principal) at 736-5630. The partnership created between home and school greatly strengthens our educational community. Thank you for all you do to support our students.

### Guest Arrival Procedures

1. When parents or guests arrive, please use the intercom system to announce who you are and who you are here to pick up or visit.
2. Stand on the painted feet, as this helps ensure that we can see your face on the video monitor.
3. Each individual person needs to ring the buzzer to gain access to the building. Please do not enter the building with people outside your party.
4. Please be patient if you are not addressed immediately, as sometimes our office staff may be taking a phone call and can't get to the buzzer right away.
5. Once you enter the office reception area, you will be required to provide a government issued I.D. for check in and all visitors will be required to wear a visitor name badge provided by the office.

### Guest Lunch Procedures

1. Please be sure to wait in designated locations prior to your child's lunch time.
2. When your child's lunch has concluded, please say good bye at the cafeteria doors. The teacher will escort your child back to the classroom at that time.
3. Please return to the office and return your badge following your time at lunch with your child. Volunteering opportunities should also be cleared with your child's classroom teacher.
4. Due to privacy issues, videotaping or photographing is not permitted unless it is your own child.

***Please note:*** Due to our student population and limited lunchroom seating - Lunchtime visits are limited to no more than 1-2 visitors per student, per week. Thank you for your understanding and cooperation.