



Safety At Paddock

Working as a team to keep
everyone safe at our school.

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A Message from Mr. DeSarbo

At Paddock we are very proud of the growth our students make academically and socially every school year. We are also aware that this could not be possible without creating and maintaining a safe and caring environment for staff and students. A great deal of time and training goes into creating procedures and policies that promote school safety for everyone.

Please be sure to take some time to read through this booklet. These policies are in place for everyone's safety, and we appreciate your cooperation, patience and understanding. We thank you in advance for your support and look forward to partnering with you in making this a safe and successful school year!

Arrival Procedures

Paddock's main doors will open daily at 8:30 am. Please do not drop children off before 8:30 am. Staff are busy preparing for the school day before that time, so there is not adequate supervision for children.

Students who arrive by bus will be dropped off at the Michigan Avenue entrance (south end of the school). Staff are stationed outside to help students get inside the building.

Students arriving by car must be dropped off at the Marvin Street entrance (main front doors). For your child's safety, it is very important that you drop-off your student only at the curb and instruct them to walk on the sidewalk. Parking is not permitted anywhere along the sidewalk in front of the school. Parking is available at the front of the building either in the lot or on the street. Additional parking is available in the Milan Middle School lot, just north of Paddock Elementary.

If you choose to walk your child inside, please park and assist your child by helping them cross the street and using the designated cross walk from the sidewalk to the main school doors. In an effort to avoid classroom distractions and ensure security, please give a last good bye to your child in the entry way by the main office. Your child will then wait in the cafeteria with staff until they are dismissed to their classroom.

Dismissal Procedures

Parents picking up a kindergarten student should enter into the gym through the outside gym door at the front of the school. If you have additional students in 1st or 2nd grade, pick them up in the lunch room after you have picked up your kindergarten student.

Parents picking up 1st and 2nd graders, should enter the building at the main entrance and wait for your student inside the lunch room. Your child will walk to you from inside the lunch room. Please do not ask your child to get out of line prior to entering the lunch room. Please use the designated exit to avoid unnecessary congestion.

For security reasons, adults may not go to classrooms to pick up students. Staff will direct all adults entering the building to wait inside the lunchroom or gym.

Drivers picking up children after school, should do so in the front lot by forming a single line of moving vehicles along the curb. PLEASE DO LEAVE YOUR CAR STANDING UNATTENDED OR PARKED AT THE CURB.

Parents walking to cars or walking home, should exit the building through the main entrance and use the designated crosswalk. Please do not walk in front of the pick-up line.

Early Pick-Up

If you need to pick-up your student before the regular 3:35 pm dismissal time, please contact the main office as early as possible. Children will be called to the office when you arrive. Photo identification will be required when signing out your child. Students will only be released to adults who are listed on their registration form.

Late-Drop Off

It is best for children to be in their classrooms and ready to learn at 8:50 am each day. If you need to drop-off your student after the school day has started, you will need to walk into the building and sign them in at the main office. Please do not allow your children to walk into the building alone. After children are signed in, they will walk to their classroom independently or with an office escort.

Dismissal Changes

It is best to stick to your student's regular transportation plan. In the event that you need to make a change to their dismissal procedure, please make sure to inform the main office (439-5100) and transportation office (439-5900). **Changes must be made by 3:00 pm.** Last minute changes can create an unsafe and upsetting situation for your child.

Student Pick-Up Authorization

If you would like a friend or relative to pick-up your student, please list them on their registration form. In case of an emergency, you may also call or send a signed and dated note to the office listing the full name of the person picking up your child. Your child will only be released to those adults who are listed on the form. Please notify those you have authorized, that they will be asked to show a photo ID when picking up your child.

ICHAT

We love our volunteers! All adults who are interested in helping in a classroom, chaperoning field trips, attending class parties, eating lunch with a child in the cafeteria, or helping out with other school sponsored activities, must go through a criminal record background check called an ICHAT. This can be obtained by visiting the main office filling out paperwork and providing a valid driver's license. This must be done in person. Submitting applications for others is not permitted.

Visiting Students for Lunch in the Cafeteria

Adults who wish to visit their child at lunch must be ICHAT approved. You'll be asked to present a picture ID, sign-in, and obtain a "Visitor's Badge." If you are bringing food for your child, please do not share it with other students.

Medication

If your child is in need of medication, including over-the-counter medicines, an adult must bring it into the office. All medications must be accompanied by a physician's release form and should be brought to the office in a current pharmacy-labeled container. Refills and over-the-counter medication must also be brought in the original container.

Dogs and Other Pets

While we love our pets, there is a Milan Area Schools district policy that prohibits animals to be on school property unless, they are licensed service animals or prior permission is obtained.