

KREAMER STREET ELEMENTARY SCHOOL  
Bellport, New York  
September 14, 2017

Dear Parents:

As always, safety is a top priority at Kreamer Street. The faculty goes to great lengths to ensure the safety and well being of your children each day. In order to continue to provide a safe environment, I want to review your responsibilities as parents to ensure safety for all children when you visit the Kreamer Street Elementary School.

The main door is locked at 9:20 a.m. To enter the school, please ring the call button **ONLY ONCE**. You will then be asked the purpose of your visit and then will be buzzed in. All students have been escorted to the front door by their teacher and were shown how to operate the call button already as an extra precaution.

When you visit the school, you must stop in at the security desk to inform us as to the purpose of your visit. You will then be requested to sign in, provide ID and you will be given a visitor's pass. The procedure above also includes if you are volunteering in the school. Any visitors to the school must show government issued identification.

For parents of students who are considered "Walkers": When dropping your child off at school in the morning, please say goodbye in front of the school or in the main lobby. You should not be walking your child to the classroom at this point in the year. At dismissal, please pick up your child in the cafeteria and you must sign the walker sheet on the clipboard for your child's grade.

I would also appreciate children not being released early if at all possible as this disrupts the educational process. If you must pick up your child from school, please send a note in with your child in the morning. In addition, I ask that you be at the school by 3:10 p.m. When you come to pick up your child you will have to sign your child out in the main office, you will be asked to show identification and then the secretary will call your child down from class. A note is also required if your child is going to a friend's house, riding a different bus or getting off at a different bus stop. **We will not take dismissal changes over the telephone.**

**Please note that we will only release students to parents/guardians or to someone you have previously given the office permission to release to at anytime. Your child will not be released to anyone else unless we have a note from you in the morning stating who will be picking up your child. In addition, anyone picking up a child will be asked to show identification before signing out your child.**

Also please be aware that the emergency contact people you provided the nurse with are only able to pick up your child if we call them in the event that we cannot reach you in an emergency.

I appreciate your cooperation by adhering to the above parental responsibilities to ensure that we can continue to provide a safe and nurturing environment for your child.

Sincerely,

Sean F. Clark  
Principal

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cc: Dr. Joseph Giani  
Kreamer Street Staff