



August 2024

Dear Parents at Sara Collins Elementary,

Please review these important safety and security procedures. We would like to review and emphasize the importance of safety and security as a top priority of our students, staff, and visitors at our school. You can help in these ways:

1. ALL visitors are expected to sign in at the desk in the main office before going to any classroom. ID will be required. ALL visitors are required to wear a yellow visitor badge when visiting anywhere on campus during the school day. Even though we have 24-hour video camera surveillance at our school, it is absolutely necessary to report to the office before proceeding anywhere in the school building.
2. It is absolutely necessary for parents to abide by the carpool and bus procedures for transportation of children for arrival and dismissal. Here are some tips to ensure good choices during carpool:

A. Sara Collins Carpool Safety

- a. Arrival - All children need to enter the building by 7:40 a.m. to ensure they get to class on time. Safety Patrols and staff members on supervision duty will help open car doors for children to get out of the car. (All drivers must remain in cars.) Students are tardy if they are not in their classroom by 7:45 a.m. Parents must park their car and walk their student into the office if they are tardy. They will need to sign in their child and the student will take a tardy pass to the teacher.
- b. Make sure your children are ready to get out of the car with their shoes on and backpack in hand when you pull up to the curb. The adults and safety patrol members will be ready to assist them as needed.
- c. Clear the path from the car seat to the door closest to the curb, so children can get out of the car without knocking toys or other objects outside the vehicle.
- d. Front and Back Carlines- Students in grades Kindergarten - 1st along with their older siblings will use the back-carpool line (Windmont Drive). Back carpool line is open from 7:15 – 7:40 AM only. This is a quick drop-off area only. If you need to come into the building, please park at the front entrance and enter through the front office. Students in grades 2nd – 5th will use the front carpool line. (Carpools that include kindergarteners and 1st graders **must be** picked up in back carpool line.) Please be patient during the first few weeks of school as it takes time for the children and drivers to learn systems that make carpool lines and bus routes run quickly and smoothly.
- e. Crossing Guards will be stationed at the corner of Betty Spencer Drive, across Parkins Mill to Ponderosa, and at Windmont Drive. Greenville County Sherriff's Office provides crossing guards.



- f. NO early DISMISSALS after 1:45 p.m. Any student, who need to be signed out due to an emergency, must be signed out prior to this time. This allows the teacher to summarize and prepare for the students' dismissal in an orderly manner.
 - g. NO STUDENTS should ever be dropped off on any side roads including on Betty Spencer Drive or in the parking lots.
 - h. There is NO LEFT TURN from the front or back carpool lines. Police will be monitoring and enforcing this traffic rule throughout the year.
 - i. A white tag issued to parents by the school is required for all students on their book bags. If you have misplaced a bus or carpool tag, please contact our office.
 - j. All parents are to remain in their cars and pull up to the cones to allow the children to be picked up in the afternoon. It can cause confusion for students and staff if adults are surrounding the doors at the front of the school to pick up students.
 - k. If you need to secure your child(ren) in their seats, please pull forward out of the direct carpool line to enable it to flow smoothly without holding up traffic.
- B. Walkers and bikers, who have parental permission, must cross at one of these locations at Ponderosa Road, Betty Spencer Drive, or Windmont Drive. **Kindergarten and 1st grade students must have an adult or designated older sibling to meet them at the crosswalk with a numbered tag that matches the student's number on their book bag. If there is not a person with a matching number to the student's tag, they will be brought back by the staff member to dismiss from the office by the parent.** For the safety of your children, we strongly encourage parents to drop-off/pick up in the car line. Only children who walk home may be walkers. Parents must sign the Walker Permission Form before students will be allowed to walk home. Please do not park on side streets to pick up students. Please be sure to pick up students in the carpool lane for our students' safety.
- C. The bus loop is to be used only by buses, daycare van riders, Extended Day Program, and specially assigned students.

Be sure you have received and read the Sara Collins Student Handbook. Keep it as a reference for important information, policies, and procedures during the school year. Please visit our school's web site at <https://www.greenville.k12.sc.us/scollins/> and principal's newsletter for additional information throughout the school year. I look forward to another successful school year working in collaboration with your child, your child's teacher, and you!

Sincerely,

Dr. Melissa Burns, Principal