

**Dr. Ethel Allen  
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**April 6, 2018**

**Dear Parents:**

**Due to incidents, which have occurred recently regarding the safety of staff and students in schools both locally and nationally, Dr. Ethel Allen Promise Academy will be reinforcing the School District of Philadelphia's Policy for visitors and parents entering the building. I would first like to apologize for the inconvenience the district's policy may cause as we begin adoption of the policy, and I thank you for your patience and cooperation in advance.**

#### **Pre-K and Kindergarten Procedures**

**Due to the nature of transitioning students from Pre-K to K during dismissal with grade 1 through 8, the following accommodations are being made:**

- **ADMITTANCE AND PICK UP** will be through the preschool yard at homeroom doors starting at 8:10 am.
- If you have other children in grades 1 through 8, those students **MUST** be **PICKED UP AND DROPPED OFF** in the **MAIN** School yard.
- Please do not drop off or pick up your Pre-K or K children and try to enter the building to pick up or drop off other children to their classes.
- During inclement weather, parents are able to drop off the Pre-K and K students at 8:00 am.
- Pre-K and K students will begin dismissal at 2:30pm. No parents are allowed in the building through front doors during Admittance and Dismissal as we do not have personnel coverage inside the building during those times.
- Any parent entering the building during the hours of 8:30am through 2:30pm **MUST** have ID and report to the main office.
- **NO** parents are to walk the building without being signed-in, and must remain in the main office to await any students for early dismissal.
- If you need to speak with your child's teacher for an extended time, we ask that you schedule a meeting during the teacher's preparation period for confidentiality purposes and to limit disruptions to learning.

**This is and has been the District's policy for the safety of all students and personnel within our building. We hope that you can understand these safety measures are for the safe movement of all students. Thank you for your cooperation in the matter in advance.**

**Stefan Feaster-Eberhardt  
Principal**