

Monday, September 17, 2018

Dear Wellington Families,

We are looking forward to our annual Grandparent lunches which begin tomorrow. It is our goal at Wellington to welcome all families and help everyone have a part in their children's learning. It is also our goal to maintain a safe and happy learning environment at all times at Wellington. With more than 720 children enrolled at Wellington, it is especially important for our school staff to ensure the safety and security of our students at all times. Please understand that you will be asked to sign in each time that you visit Wellington. For large family events such as Grandparents Lunch and school assemblies, we will have sign in tables at the front entrance. You may be asked for identification as we adhere to legal guidelines for students. Your patience, cooperation, and respectful interaction with school staff are expected and appreciated as we work to ensure that all students are safe during these events.

In order to keep our school safe and welcoming to everyone, please remember to adhere to the following procedures this week:

- ❖ Enter through the front doors and sign in at the front table
 - We will ask for your name as well as child's name and grade level
- ❖ Please wear a Visitor sticker while you are in the building
- ❖ Go to the intended area of the visit upon arrival (cafeteria, library)
- ❖ Say goodbye to student in the front hallway; families will not be permitted in the classrooms unless a special event is scheduled and/or a volunteer opportunity is scheduled.
- ❖ Maintain confidentiality of students at all times and in conversation
- ❖ Ask for assistance from staff if needed in a polite and courteous way
- ❖ Ask to speak to the Principal or other administrator for assistance if concerns arise
- ❖ Maintain a calm and courteous demeanor to all staff, students, and families

Again, thank you for your adherence to these procedures. We will always place the safety and security of our students as our top priority. We look forward to welcoming you to Wellington and providing opportunities for you to participate in events with your children!

Sincerely,
Julie Strange, Principal
Wellington Elementary