

April 13, 2018

Dear GW and EVG families,

First of all, I hope everyone is enjoying today's beautiful spring weather. As we head into spring recess, I wanted to alert you to a new procedure for visiting our schools. This **new visitor procedure will begin on Monday, April 23rd** when we return from spring recess.

In our continued efforts to keep our schools as safe as possible, we have recently revised our entry door access protocol at both the George Washington School and the Eleanor Van Gelder School. This was done in collaboration with the Edgewater Police Department and upon the recommendation of the New Jersey School Preparedness and Safety Team.

1. **All visitors to our school, including parents, will need to have an appointment to enter the building.**
2. At the buzzer it is expected that all visitors will state the purpose of their visit **and to specify with whom they have the appointment.**
3. Once the appointment has been verified by the office staff, the visitor will be greeted at the front door by a member of the office staff and **escorted to the main office immediately.**
4. Visitors will be required to show **photo identification, sign in**, and temporarily **exchange their driver's license/car keys** in order **to obtain a visitor's pass.** (The license/keys will be returned to the visitor at the end of the visit, after the visitor's pass has been returned to the main office.)
5. It is imperative that visitors **do not hold the door open** for the others behind them. **Each visitor must be acknowledged** individually through the buzzer system.
6. **No visitors are to enter the building with students** during arrival. If you require assistance, an appointment must be made in advance.
7. **If you must drop off an item** for a student (lunch, homework, etc.), you will be directed to **deposit that item in the cubby** outside the main entry. **Entry into the school is not permitted.**
8. **If you will be picking up your child early**, you must **call the office in advance.** If it is an emergency, you must also call the office to notify the school. You can reach either school's main office by dialing the district phone number at 201-945-4106. To reach GW School's main office, press 6 at the first voice prompt, and then press 5. To reach EVG School's main office, press 5 at the first voice prompt, and then press 8.
9. Front office secretaries will be required to call nine-one-one and notify school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening.

10. Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Edgewater Police Department may be notified.

We understand that this protocol is more stringent than past practice and may inconvenience our visitors who are, as always, welcome in our schools. We are sure you agree that the safety of our students and staff is our highest priority and our common goal, and we thank you in advance for your partnership as we take these added steps in an effort to be as vigilant as possible.

Sincerely,

Kerry L. Postma

Kerry L. Postma, Superintendent