

ECA ELEMENTARY SECURITY PROCEDURES

- All teachers will wear identification tags to identify themselves.
- All outside doors are locked, please enter through the double glass doors by the office, sign in and pick up a visitor badge.
- The staff will be paying attention to vehicles in the parking lot and adults or older kids who are in the area.
- Any visitor that is not recognized by our office staff will be asked to show proper I.D. As well as state the reason for the visit.
- We have always required our parents, grandparents, and visitors to check in at the office before going to classrooms to pick up children, leave messages, volunteer, or even before they bring their child's lunch. To collectively maintain safety for our students, all staff members will stop ANY person in the building who is not displaying identification (visitor badge) and ask them to sign in at the office and (if necessary) escort them to the office. Please allow time to check in before going anywhere on campus, such as your child's class.
- IF there was ever a need to evacuate the students, we have a plan to walk to Heart of the Springs Church, on the corner of Union and Paseo. It is 1/5 of a mile from our campus. By signing the enclosed Early Dismissal Form, you give permission for your child to walk there.

We are very aware that these measures will not prevent all incidents; however, if we're able to prevent any one incident, no matter how big or small, it will be worth it.

We want to thank you for your attentiveness on campus. We appreciate the partnership we have with our families.