Security Procedures for Entering the Building

Dear Parents,

As we begin the school year, there are some updated security measures that we have put into place. In cooperation with Glen Ridge Police Department, we’ve come up with the following for visitors entering Linden Avenue School.

- Children should be dropped off at school no earlier than 8:20 AM unless Before Care is necessary. Pre-Kindergarten children and parents/caregivers should wait outside near the front door on nice days and on inclement weather days, children should be dropped off at the front doors. Parents should not enter the building unless there is a scheduled appointment.

- K-2 students and parents/caregivers should wait outside on the playground on nice days and on inclement weather days, K-2 students should enter the doors near Hawthorne Avenue and proceed to the gym where supervision will be provided for them. Parents should not enter the building unless there is a scheduled appointment.

- Dropping off personal items (lunches, library books, PE sneakers…) is strongly discouraged.

- Visitors need to enter through the front entrance and use the security system to request entrance. Once they have rung the bell, they will be asked to state their name and purpose of their visit. They will then be asked to display their photo identification towards the security camera. Once they enter the building, they need to report directly to the main office to pick up a visitor’s badge. Parents should not go the classrooms or the nurse’s office without a mutually agreed upon time scheduled by the staff.

- Visitors are not admitted or re-admitted into the school after dismissal, unless there is a scheduled appointment or program time. Parents/guardians entering the school for reasons related to After-care must report directly to the After-care room and should not enter the first or second floor.

Please know that the safety and security of your children are of the utmost importance to us and we anticipate your cooperation.

Thanks, welcome back, and let’s have a great year together!

Mr. Caravela