



Kodiaks

# Estelle Kampmeyer Elementary School

O'Fallon Community Consolidated School District No. 90  
707 N Smiley, O'Fallon, Illinois 62269 Phone (618) 632-6391 Fax (618) 632-7580

Mark Dismukes  
Principal

Dawn Stratman  
Secretary

August 2008

Dear EK families:

In an effort to continue to improve the overall safety of all children at EK School, we have provided you with a copy of the EK School Drop-off and Pick-up Procedures to help everyone better understand how students are to be dropped off and picked up as well as information about our new camera/buzzer system. Please read through all pages carefully and review the procedures with your child so we may continue to make sure everyone is safe when arriving and leaving school each day.

The camera/buzzer system has been installed on the main front doors. Once the school day begins, all external doors will be locked and all visitors will need to be buzzed in. The buzzer system will remain activated between the times of 9:00 a.m. to 3:20 p.m. At 3:20 p.m., the buzzer system will be deactivated and external doors will be unlocked so individuals may pick up their student(s). Because of this new safety measure, we ask that all individuals wait until 3:20 p.m. before trying to enter the building. Anyone needing to drop-off or pick-up a student between 9:00 a.m. and 3:20 p.m. needs to use the front buzzer system.

Students who are picked up from the south parking lot will be required to report to the coned-off loading zone. All students will remain in this location until their vehicle pulls up next to the zone or a parent/designated adult physically picks them up from the loading zone. **At no time will students be permitted to travel through the parking lot unsupervised.**

Anyone picking up students in the building or on the sidewalk is asked to travel with students as they return to their vehicle in the south parking lot. If you plan on parking across the street on Emily or Wesley, we ask that you escort your child across the street or require him/her to use the nearest crosswalk.

Visitor parking spots are located immediately to your left when entering the south parking lot. Handicap parking spots are located in the south parking lot next to the building. Traffic lines and arrows are visible to direct the flow of traffic.

We appreciate your support and patience and look forward to another great school year.

Respectfully,

Mark Dismukes  
Principal