

# KENWOOD ELEMENTARY SCHOOL

## IMPORTANT INFORMATION FOR PARENTS TO KNOW

### SCHOOL HOURS:

First bell – 8:10 am      Second bell – 8:15 am  
Dismissal – 3:06 pm      Half-day dismissal is 11:25 am

- Everyone entering the building during school hours must come through the main entrance on Nahma Ave., sign in and out at the office, and wear a visitor sticker while in the building.
- All exit doors will remain locked at all times. (All classroom and entry doors allow exit when locked. Staff and students have been instructed not to open building doors for *anyone* to enter, even adults they recognize.
- There is no adult supervision for students waiting outside the doors prior to bell time. Safety Patrol students come on post at the three entrance doors at 8:00 am, and will allow students entrance at first morning bell, or at 8:00 am in the case of inclement weather (rain, temperature of 10\* or windchill of 10\*, or extreme wind). Safety Patrol members are not allowed to open the doors for entry AFTER the second bell.
- For their safety, please do not drop your children off prior to 8:00 am, unless they are going to childcare or breakfast.
- School playgrounds are not monitored by school staff before or after school.
- No stopping, standing, or parking is allowed in the bus zones at the Nahma and Redruth doors. Clawson police officers regularly patrol the school perimeter at arrival and dismissal times, and will ticket cars illegally using these zones.
- Please observe the posted signs around the perimeter of the building concerning parking, standing, and stopping your vehicle. No standing is allowed in the staff parking lot off Redruth. If no parking spot is available, please find a parking spot on the street.
- For the safety of our students, the visitor parking lot on the Nahma side of the building is closed each day from 7:50-8:15 am and from 2:55-3:15 pm so that students may cross safely on the Charlevoix crosswalk. **Please do not ask the crossing guard to move the orange safety cones when they are in place, and do not move them yourself.**
- Students riding their bicycles should lock their bikes to the racks provided at the Nahma and Redruth doors. For everyone's safety, we ask that all students walk their bikes until they are off school property. Clawson Public Schools assumes no responsibility for damage to, or loss of personal property.
- Our safety plans include drills as required by law for fire, tornado, and lockdown/shelter in place
- If an emergency situation forces us to leave the school grounds, you will be contacted from our relocation site to pick your child up there. School personnel will remain with students until a designated adult has picked them up.