



# Académie Lafayette

3421 Cherry Street Kansas City, MO 64109

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March 5, 2013

Dear Cherry Families,

In light of recent events around the country, the Académie Lafayette Safety Committee has been working on updating our safety and emergency procedures. We have partnered with the Kansas City Police Department, as well as with other area charter schools and our university sponsor. The feedback from these meetings has helped us identify some changes necessary to create a safe environment for students and staff.

As of March 6, 2013:

- Parents and visitors must use the main entrance on Cherry street to enter the building during school hours (8:15am-3:15pm). Please be prepared to show identification and state the reason for your visit.
- In the mornings before school, parents may still drop off students on Kenwood or Cherry, but they may not accompany children to the classroom. Students arriving after 8:15am should be signed in at the front office to get a pass to class. Students can then proceed to class.
- Please call ahead or send a note to the office and teacher if you are picking up your child early for an appointment, etc. Parents are asked to wait at the reception desk when picking up their children early. The receptionist (Mme Swoopes) will call into the classroom for the student to report to the office.
- If you need to meet with a teacher, counselor or other staff member- please call ahead to schedule your visit.
- If you wish to drop off snacks, medication, classroom supplies, etc.- please leave those in the front office. Mme Swoopes will make sure they get to the correct person.

We are aware that some of these new procedures represent big changes for families who have been at Académie Lafayette for a long time. However, we feel strongly about the need to increase building security and to protect instructional time. Thank you in advance for working together to create the safest possible environment for all children.

If you have questions, please do not hesitate to contact us.

Merci!

Heather Royce, K-2 Principal

Elimane Mbengue, Head of School