

# School and Community Connections

## Rules for Visiting Burning Tree

### **ENTER and EXIT BY THE MAIN DOOR**

In order to ensure the safety of our children, the Main Office must be able to monitor who enters the school building at all times. In order to do this, all visitors must enter through the main door -- even when it is inconvenient. **IT IS A SAFETY NECESSITY!** All other doors will be locked.

### **PLEASE SIGN IN AND OUT**

Please sign IN and OUT at the Main Office each time you enter the school. A visitors log is conveniently located on the credenza just inside the Main Office Door. By signing in/out you ensure that we will have accurate information about who is in the building in case of emergency.

### **ALWAYS WEAR A GUEST IDENTIFICATION BADGE**

You must always wear an Identification Badge to identify yourself as a welcome visitor. This badge indicates to our teachers, support staff and to our children that you have permission to be in the building. If you plan to volunteer regularly, you may have a personal identification badge prepared by contacting Olivia Lai, PTA Vice President for Volunteers, at 301-365-0417 or [laigill@comcast.net](mailto:laigill@comcast.net).

### **NEVER PARK AROUND THE CIRCULAR DRIVE**

Parking on the circular drive is prohibited by the Fire Marshall at all times, including days and hours that school is not in session. Please park only in the spaces designated for VISITORS or in the area adjacent to the Burning Tree playing fields. Please do not park in spots designated for staff at any time.

### **DO NOT ENTER CLASSROOMS DURING THE SCHOOL DAY**

(unless volunteering or for a pre-arranged event such as a birthday).

Please do not enter any classroom during the school day even if it is only to pick up your child for a doctor's appointment or to deliver a forgotten lunch. Any such classroom entry -- no matter how brief -- interferes with class instruction. Parents should enter the Main Office ONLY and ask the administrative staff for assistance.

### **SAVE THE SCHOOL PHONE FOR EMERGENCY USE ONLY**

Please discourage your child from using the phone to call home during the day EXCEPT IN CASE OF EMERGENCY. Children are not permitted to call home from school to arrange play dates. All play date arrangements must be made before or after school.