Seymour Primary Daily Activity

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I try to arrive at the school at 07:15 but no later than 07:30

07:15 through 08:00 I’m assisting staff (opening vehicle doors) interacting with children and parents who are arriving for the school day.

08:00 through 09:00 I start my interior door and property perimeter checks. I check to see if the teachers are locking the interior doors and securing their exterior doors, and making sure no one is on the property that shouldn’t be there

09:00 through 10:45 assist staff with anything as needed (Disciplinary meetings with the children, security concerns with OOP’s and/or Parent Custody issues, Etc.) and additional walk through checking doors and property perimeter

10:45 through 12:45 assist staff with lunch room activity’s while maintaining a presence close to the front door due to the visitor’s entering to eat lunch with the children. (Interacting with the children and parents, opening drink containers as needed, etc.)

12:45 through 14:30 continue to assist staff as needed while checking that all visitors from lunch have left the property. Continue to check interior and exterior doors while maintaining property security

14:30 I assist with traffic at Wade Rd / Boyd’s Creek Rd intersection

Additional Notes

A exterior door located on the First Grade hallway across from Principal Rainey’s office needs to be secured every day. Key #15

The necessary key to secure any interior doors with the excepts of 5 or so doors is key # 17

There is an additional key for the CDC or Special doors located near the second grade hallway

All keys and a radio can be acquired from Principal Rainey as needed

The office staff controls the front door remote access so there is no need to open the door for every visitor even though I keep any eye out for UPS, USPS, & Fed-Ex drivers and assist them as needed

Some parents will start lining up for car rider pick-up around 12:30, so there will be occupied vehicles after lunch in the parking lot wrapping around both sides of the building. Currently Kindergarten and 1st grade pick-up is at the rear of the school (bus parking area) and 2nd & 3rd grade pick-up is at the front of the school (flag pole area) This might change before the end of the school year 2019-2020

Password for the computer is -- Novell2018

Password for the camera system is -- Eagles1

Principal— Melinda Rainey

Assist. Principal--- Carissa Mitchell