



110 MIDDLE CREEK PARK AVE.

Apex, NC 27539

Phone: (919)773-9555

Fax: (919)670-4262

Dear Families,

As always, the safety of our school community is always a top priority. I want to take a moment to inform you of our safety procedures here at Middle Creek Elementary.

The Lobby Guard School Visitor system is utilized in our front office. The *Lobby Guard School Visitor* system is an electronic check-in/check-out system that will be used for the following: 1) Checking in/out students, 2) Signing in as a registered volunteer, and 3) Signing in as a school visitor. When entering the school, all visitors to campus will be asked to show an ID (valid driver's license or passport) at the door bell camera. In addition, visitors will scan the same ID using the *Lobby Guard School Visitor* system.

This includes the 8:00-8:30 arrival time, parents going to the modular units, after school meetings and YMCA check out until 4:00 p.m. All visitors will be asked to wear a sticker that indicates your name, includes your photo, and states the purpose of your visit. The sticker is to be worn during the entirety of your visit to campus. Please know that if you are not wearing a visitor tag, every staff member in the building has been instructed to direct you back to the office to obtain the proper identification.

In addition, we welcome members of our community as volunteers at Middle Creek Elementary. Anyone volunteering in the school and who may be alone with students must have proper volunteer clearance through WCPSS. This includes assisting with clerical duties, supervising a classroom activity, volunteering for Field Day, chaperoning on a field trip, etc. You can register as a volunteer in the front office. The front office is open (Monday-Friday 8:00 a.m. to 4:00 p.m.). Volunteer registration must be renewed on an annual basis. After November 15, 2018, individuals previously approved to volunteer may not volunteer without a new criminal record check. We encourage you to reactivate your volunteer status prior to November 15, 2018.

Thank you for your cooperation as we work together to maintain the safety of our school community. If you have any questions, comments, or concerns regarding our safety procedures please contact me at 919-773-9555 or [cmiller6@wcpss.net](mailto:cmiller6@wcpss.net).

Sincerely,

Mrs. Miller  
Principal

**[www.wcpss.net](http://www.wcpss.net)**

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएँ चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303