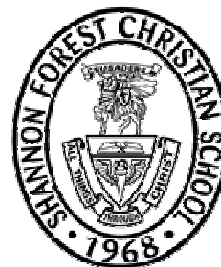


Shannon Forest Christian School
829 Garlington Road
Greenville, SC 29615
(864) 678-5107



September 7, 2010

Dear Parents, Faculty and Staff:

With the large number of new families and increased use of our facilities this year, I would like to take the time to inform all Shannon Forest Christian School community members that we are a closed 50-acre campus during regular school hours and explain what that means for you and your child. When a student is enrolled at Shannon Forest Christian School, we understand that you, the parent, are charging us with the physical and emotional protection of your child and we consider this responsibility of the utmost importance. Please help us in fulfilling this duty.

A closed campus means that once the school day has begun, no student may leave SFCS property unless accompanied by a parent, by parental consent or in attendance of a school authorized event.

A closed campus also means that no visitor may be present on school grounds unaccounted or unsupervised for any reason. This applies to anyone not enrolled in or employed by Shannon Forest Christian School.

We encourage parental involvement and welcome such activities as *Moms in Touch*, *Crusader Club*, and *Parent/Teacher Fellowship*, to name a few, to continue operating on our campus. However, in order for us to remain in compliance with applicable DSS and Fire Code regulations, we ask that all participants respect and follow the SFCS visiting procedures as defined below.

CLOSED CAMPUS VISITING PROCEDURES:

We *require* that any visitor to our campus, during regular school hours, no matter the reason, must adhere to the following procedures:

1. MAKE YOUR PRESENCE KNOWN by signing in with the appropriate school office receptionist—located in the Early Childhood Development, Elementary School, and Middle School buildings.
2. IDENTIFY YOURSELF by displaying your name on an official *visitor tag* for the duration of your visit—these will be provided to you by the appropriate school receptionist.
3. BE ACCOMPANIED BY SCHOOL PERSONNEL member or appropriate designee while on campus—this will be designated by school Administration at the time of your visit.
4. GIVE NOTICE OF YOUR DEPARTURE by signing out with the same school receptionist at the conclusion of your visit.

*Exceptions will be made at the discretion of the Administration and will include *Special Events* days such as *Grandparents' Day* and *Awards Day*.

These safety procedures will ensure that your child is afforded the most secure, distraction-free learning environment possible and we are grateful for your compliance in this matter. For further clarification, please see the section deemed *Visitors* in the *General Information* section of your *2010-2011 Parent/Student Handbook*. I thank you parents for partnering with us in this effort.

Sincerely,

Bob Collins
President