



Kuumba Academy Charter School  
519 North Market Street  
Wilmington, Delaware  
19801

**To:** Kuumba Families, Staff and Board of Directors  
**From:** Dr. Sondra M. Shippen, Head of School  
**Re:** Increased School Security for Students and Staff  
**Date:** Wednesday, October 4, 2006

We recognized that these past several weeks have created an uneasy tension regarding **your child's security** when they are out of your sight. Please know that here at Kuumba Academy we are sensitive to your concerns. Given the horrible incidents that have occurred in schools across this country, we want to alert you that we have taken **serious steps** to ensure that while your children are in our care, they are **safe**.

Effectively immediately, the **Market Street Entrance** and the **Shipley Street Entrance** will be **locked during the school day**. These doors will be unlocked in the early morning during the arrival of children up to **8:30 a.m.** and during the afternoon hours beginning at **3:30 p.m.** and locked again at **4:15 p.m.** After the times indicated, **you must ring the buzzer to gain entry**. Anyone visiting the school must identify themselves, and indicate the individual with whom they will be meeting.

As an update for the concerns that Afternoon Dismissal generated, we have instituted a new procedure, we hope will alleviate some of the parking concerns. **We will keep you informed as changes occur.** The process is outlined below.

**Afternoon Dismissal:**

- Parent Pick-up children will be dismissed at **3:30 p.m.**, and lined up on the corner of **Shipley and Market Street**. Once parents arrive, children will be **escorted to their cars by a designated Kuumba Academy staff member** so that parents do not have to find a parking space.
- Bus children will be dismissed by grade level and lined up on the **Shipley Street** side against the gate until their bus arrives.
- Traffic will be stopped and children will board buses on **Shipley Street**.

**Morning Arrival:**

- **Beginning 7:45 a.m.**, parents will be able to drop off children at the **Shipley Street entrance**. Children will be escorted to the rear door by a Kuumba Academy staff member. This drop off service is available until **8:30 a.m.** or until **Bus 1** arrives at the school.