



A Program of Valley Forge Educational Services

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Dear Parents and Legal Guardians,

Student safety is our number-one priority at Valley Forge Educational Services (VFES). Part of keeping students safe involves knowing who is in our buildings and on our campus at all times. It is our duty to take appropriate steps to protect all students while they are on campus participating in a VFES-sponsored program, such as The Vanguard School or Summer Matters. We, like many school districts in our region, provide this level of security through a visitor management system called Raptor.

All visitors, including parents and legal guardians, who come to campus for IEP meetings or conferences must provide valid, government-issued photo identification as a condition of access to any campus-based building, especially buildings that house school and recreational programming for our students. The visitor management system also provides VFES with a current list of visitors on campus should an emergency occur. Additionally, Raptor checks against certain criteria in a national database that is already available to the public.

Once authorized, a visitor will receive a visitor badge that must be worn and visible at all times while on campus. The visitor must return the badge to the office upon leaving the premises. After a visitor is cleared, only his/her name remains in the system; no personal information, such as address or license number is stored.

Visitors who fail to provide acceptable identification and visitors who refuse to allow his/her government-issued photo ID to be processed through Raptor may be denied access. An administrator will speak with the individual to determine the purpose of the visit and whether entry to particular buildings will be allowed. **If entry is approved, the individual will be escorted at all times during his/her visit.**

#### Sign-In Locations

- VFES Central Administration
- Milton Brutton Educational Complex (Elementary School main entrance)
- Richard D. Mierley Education Center (Middle and High School main entrance)

We hope you recognize that we use the visitor management system for student and staff safety, which again is always our highest priority. Thank you for your cooperation in presenting your government-issued ID when checking in at any of our sign-in locations.

We appreciate your partnership, commitment and service to our schools!

If you have any questions, please contact Kelley Rowan, Quality Assurance Specialist, at 610.296.6725 x 239.

Best regards,

Grace A. Fornicola, Ph.D.  
Executive Director