

SAFE ARRIVAL PROGRAM

September 2013

Dear Parents/Guardians

The safe arrival program is designed to ensure the safe arrival of your child at school each year. You are required to give written consent allowing the office permission to call the contact numbers you have provided. You are requested to call the school office 705-429-2551 then press 1 to acknowledge your child's absence. This number is available *24 hours*, so PLEASE CALL AT ANY TIME and leave the following information:

Your child's name, teacher's name, your name, reason for absence.
Please remember to call for every day your child is absent.

The form attached should include only names and numbers that HAVE NOT been previously provided by you when you registered your child (please refer to the "student information verification sheet" that is enclosed).

If your child is absent and you have not left a message on our answering machine, the office will call all home and work contact numbers for parents/guardian's first, then the contact numbers you will provide on the attached form. Non-participants of the program will not be called. This is an extremely important and very time-consuming task for the office. Please remember to call and leave a message.

When a child in the safe arrival program is absent and there is no explanation, the responsibility falls to the school administrators to try to make contact. If still unsuccessful, the administrator will contact the police.

When, after three separate occasions, the office is unsuccessful in making any contact, you will be notified. At that time participation by your family may be ended.

Your early call to the safe arrival line will help to make this program most successful.

Sincerely,

Mr. B. Floyd
Principal

COMPLETE AND RETURN ONE PER FAMILY

SAFE ARRIVAL PROGRAM PARTICIPATION FORM

Yes, I wish to participate

No, I do not wish to participate

If this form is not returned to the school by Friday, September 20, 2013 we will assume that your family *does not wish* to participate in this program.

CHILD/CHILDREN {Full Name(s)}

1. _____ Gr. __ Teacher: _____
2. _____ Gr. __ Teacher: _____
3. _____ Gr. __ Teacher: _____
4. _____ Gr. __ Teacher: _____

CONTACT NAMES AND NUMBERS

Please list in order of priority and indicate if the number listed is a work location.

My preferred contact phone numbers in order of preference are:

1. Contact: _____ Phone # _____
2. Contact: _____ Phone # _____
3. Contact: _____ Phone # _____

Date

Signature of Parent/Guardian