



## School-Specific Procedures

### Safe Arrival

To best ensure the safe arrival of all students we ask you to **PLEASE NOTIFY THE SCHOOL IF A STUDENT IS GOING TO BE ABSENT OR LATE**. This will save a phone call to your home or office. We have an answering machine on at all times when the school is closed. If a child is going to be late or absent, or if a parent wishes their child to leave school prior to regular dismissal time, a note should be sent on the day **BEFORE** the absence whenever possible.

If a student is not in school and his/her absence has not been explained by a note or telephone call, school office staff will take the following action:

1. Call home.
2. Call the parents at work.
3. Call the emergency number listed on the student's Emergency Form.
4. Call the York Regional Police.

