



# UNIONVILLE PUBLIC SCHOOL

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## IMPORTANT INFORMATION: Safe Arrival system

Thursday, September 4<sup>th</sup> 2014

Dear Parent/Guardian,

As a reminder to our existing parents and an introduction to our new parents, please see below information about our absence and late arrival reporting procedure.

Last year we introduced an automated attendance system called *Safe Arrival*. We will continue to use this system during this school year. This system allows parents to report their child's absence or late arrival quickly and conveniently.

**Parents must call into the automated interactive telephone system via a toll free number (1-855-203-2994) to report absences and late arrivals. You will receive a confirmation number and a follow up email confirming your child's absence or late arrival.**

The system is available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, the automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 30 minutes, office staff will follow up.

By reporting your child absent in advance using the *Safe Arrival* toll free number, you will NOT receive a call. Please be aware that you will not be able to report absences to the system after 9 a.m. for that day. Absences should be reported prior to 9 a.m. and if not you will receive an automated call to confirm your child's absence.

**Please do not contact or send notes to the school or classroom teacher to report an absence or late arrival.**

For all of our new families, to assist you in using this easy system, we have included a magnetic business card, containing the toll free number that you can keep in a convenient location for quick reference when reporting your child's absence or late arrival.

Thank you for your patience and cooperation during this pilot project.

Helen Hart  
Principal

