

Important Reminder: Reporting Absences & Drop-Off/Pick-Up Guidelines

Safe Arrival App Reminder

Please use the Safe Arrival app to report absences, late arrivals, and early dismissals. Inputting this information early, before the school day begins, is extremely supportive of student safety. This is the preferred method instead of emailing teachers, as it ensures the office has accurate and timely information.

Late Drop-Offs (Arrivals after 9:00 a.m.)

1. **Come to the Front Door & Buzz In**

If your child arrives after 9:00 a.m., please bring them to the front door and use the buzzer to connect with our office team. Our staff will welcome you and help your child get settled.

2. **Safety Reminder: Do Not Use the Back of the School After 9:00**

For student safety, please do not drop off at the back of the school after the morning bell. That area is not supervised after 9:00 a.m., and students may not be seen entering the building.

3. **Getting to Class Safely (KDG-Grade 3) :**

- **Kindergarten (JK & SK):** A staff member will walk your child to the classroom door and confirm arrival with a hand signal or quick conversation.
 - **Primary (Grades 1–3):** Students will be supervised in the hallway as they walk to their classroom door, where the educator will greet them.
-

Early Pick-Ups (Leaving before regular dismissal)

1. **Come to the Front Door & Buzz In**

Please arrive at the front door and use the buzzer. Our office team will help coordinate your child's early departure.

2. **How We Bring Your Child to You (KDG-Grade 3):**

- **Kindergarten (JK & SK):** A staff member will escort your child from the classroom to the office and office staff will bring them to the door.
 - **Primary (Grades 1–3):** Your child will be supervised in the hallway and brought to the front doors by a staff member.
-

Helpful Tips for Families

- **Plan Ahead When Possible:** If you know your child will be late or needs an early pick-up, a quick update in the Safe Arrival app helps us prepare and reduces wait time.
- **Give Yourself a Few Extra Minutes:** Escorting students and paging classrooms can take a moment—thank you for your patience as we prioritize safety.
- **Keep Emergency Contacts Updated:** Only authorized adults can pick up a child. Please ensure your contact list at the office is current.

Bus Cancellation Days

On days when buses are cancelled, many bus students may arrive late and are not familiar with late drop-off routines.

To support these students, we will have staff stationed at the front doors to greet and transition all students to their classrooms safely.

This ensures every child feels welcomed and gets to class smoothly.
