**Student Arrival / Leaving school early / Dismissal**

**Late student arrival**
Students are considered late if they are not in the school yard when the bell rings. Please establish routines at home that will assist your child in arriving at school on time. The earlier the child arrives, the safer her/his entry will be since the volume of vehicular traffic increases significantly just prior to the entry bell. Students who arrive late for school, must first report to the office, to obtain a late slip. Late arrivals are recorded in the *Ontario Register of Daily Attendance* and on the Provincial Report Card. Parents will be notified in the event that students persistently arrive late for school.

**Safe Arrival Program & student absence**
The purpose of the Safe Arrival Program is to ensure that your child arrives safely at school. We ask for your cooperation in calling and informing the school on days when your child will not be in attendance or will be late in arriving. Upon calling the school, your call may be forwarded to our voice messaging system. Please listen to and follow the voice prompts to leave a message. Please clearly state your child’s name, grade, teacher, the reason, and length (if known) of the absence.

We are concerned if your child is not at school and we have not received notification of absence or lateness from you. Our office staff will attempt to confirm the whereabouts of your child by calling home, workplace, or emergency contact numbers. Unexplained absences may, under Board policy, require the involvement of the police department to ascertain a child's safety.

Upon returning to school after an absence, students should bring a note to the teacher. Students are responsible for finding out what was missed and for catching up. Provisions should be made to collect handouts and gather other information to make the return to class easier, particularly if the absence was of a prolonged period.

Students are expected to attend classes on each school day. The Education Act allows for students to be excused from attendance for limited periods of time with the permission of the School Principal. Please contact the school in the event that an extended absence is planned. A form (obtained at the school office) must be completed for any absence (excluding illness) exceeding four days.

**To report a student absence or late arrival, please call the school at 905-876-2386.**

**Home address or emergency contact changes**
Changes in the work or home address, telephone number, emergency contact person, or other pertinent information should be reported immediately to the office.
**Student dismissal**

**Lunch time**
If you are picking up your child at lunchtime, please wait at the north-east entrance (door 8) of the school; students are instructed to exit through these north-east doors during this time.

**After school**
If you are meeting your child after school, please do so on the sidewalk at the south-east or south-west side of the school, by the school yard gates. Following this procedure will foster responsibility and independence in your child. It will also allow our staff to properly supervise all students, to ensure a safe dismissal. Please take time to coordinate with your children at which gate you will meet them.

**Dismissal of Junior & Senior Kindergarten:**
If you are picking up your child, please meet her/him outside the fenced, kindergarten playground area, on the north-west side of the school. Parents and siblings are asked not to enter the fenced area or use the kindergarten playground between 8:00 a.m. and 4:00 p.m. Bus students will be supervised by their teachers to ensure safe boarding of the buses.

**Students leaving school early**
If it is necessary for students to leave the school at a time other than the regular dismissal time, the parent should advise the teacher, by note, in advance. Understandably, there may be times of emergency when it will not be possible to plan on an early leaving; at such times, a telephone call should be made to notify the school. Students leaving school at other than regular dismissal times are required to first report to the office.

**School entrances and the school yard**
- Doors numbered 2 or 3, on the north-west corner of the school are reserved for our kindergarten classes.
- Please use the main school entrance (marked 1) to enter the school.
- Only students and staff should be in the school yard.
- Please bid your children farewell before they go into the schoolyard. Parents who wish to wait for student entry may do so at the outside boundaries of the school yard. Students use the south-east and south-west doors (doors 5 & 6) of the school for entry and dismissal (kindergarten students use their own exit). Your attention to this important safety issue is appreciated.
- As mentioned in an earlier section, please take time to coordinate with your children at which gate you will meet them.