

Carnarvon Elementary School
3400 Balaclava Street
Vancouver, BC V6L 2S6
Telephone: 604-713-5396 Website: <http://crn.vsb.bc.ca>

SAFE ARRIVAL PROGRAM

604-713-5159 #22

Starting Wednesday, Oct. 11th

Calls MUST be made PRIOR to 8:15 am the day of the absence or they will not be picked up until the following day.

Reporting Student Absences/Late Attendance:

Student safety is of paramount importance in the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, we ask parents to notify schools of student absences. **If your child will be absent from school, please phone the school, on our designated phone line (see number above) as early as possible.** Messages will be received before the office is open. School offices are very busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To report your child's absence please call **604-713-5159 BY 8:15 AM** - you will be prompted to enter the two digit code number for our school which is **22**. Follow the instructions to leave the necessary information for the school:

- Your child/children's first and last name (please spell the last name)
- Your child/children's division
- The reason for your child/children's absence.
- The date of your child/children's absence and the length of the absence if your child will be away for more than one day.

If your child has not arrived at school by 9:15 am you will receive a phone call from the office if we have not received information as to why your child is away. We will be calling the first two parent/guardian contacts from your child's Student Information Verification form that we collect each September. If there is no answer, we will be leaving a message at those numbers.

Thank you for helping us keep your children safe!

Sincerely,

Diane Martinson
Principal