

- For a late arrival, you will be prompted to enter a time of arrival. Once the child signs in at the school office, the absence will be changed to a late (provided they arrive prior to the lunch hour).
- At the end of the message, you will have to press 2 to confirm you received the message.
- If you do not confirm receipt, you will receive a call on other phone numbers provided, with the exception of business numbers.
- If there is no response from a Priority 1 contact, this same process will be followed for Priority 2 contacts.
- If there is no response from either Priority 1 or Priority 2, this entire process will be repeated 3 times in 10 minute intervals or until call-out time is over (approx. 25 mins).
- A confirmation e-mail will be sent to both Priority 1 and Priority 2 contacts with the reason selected by one of the Parents/Guardians.

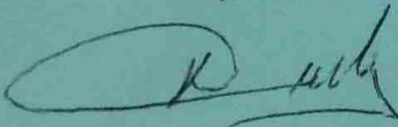
This same process will be followed for the afternoon attendance.

In the evening, all Parents/Guardians of students who were late (without a reason) that day will receive a call informing them of their child's tardiness.

**With this in mind, it is important that your contact information on file at the office is up-to-date. Please let the office know immediately if your contact information changes at any time throughout the school year.**

We recognize that regular attendance is essential to the safety, academic success, and well-being of all students. Thank you for your continued cooperation with keeping your child safe and accounted for.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allan Kelly', written over a horizontal line.

Allan Kelly

Principal