

ARRIVAL CHECK POLICY

PHIL & JENNIE GAGLARDI ACADEMY

Rational:

- The Ministry of Education requires all public and independent schools to have a Safe Arrival policy for their elementary students (K to Grade 6) as part of the daily procedure of school attendance and attendance taking.
- The purpose of the policy is twofold: to ensure that all young children are safe, secure, and where parents expect them to be; and to account for children if the school should have an earthquake or fire emergency.
- Parents, guardians and caregivers have the primary responsibility for the safety of their children and are asked to provide the school with complete and current emergency/safe arrival contact information.
- In order to enable our school to meet the government requirements, and ensure the safety of your children, parents/guardians are encouraged to inform the school by 8:30am of absences or lateness.
- In the event that your child does not arrive at school and the school has not been notified about the absence or late arrival, school staff will contact you as soon as possible.
- Absences can be called into the school at any time. Gaglardi Academy has an answering machine service, and messages are checked at the beginning of each day.

Kindergarten to Grade 2

*******NOTE: The school is locked before 8:30am and at 3:30pm*******

In addition to the above policy, care for the youngest children at Gaglardi Academy requires a broader range of security measures, especially during periods of transition. During these busy times, such as the beginning and end of school, there are many people and vehicles about the school. Although Gaglardi Academy has supervision, a stranger or suspect vehicle is more likely to go unnoticed. **Therefore, if you are a parent/guardian of a Kindergarten to Grade 2 child, please come directly to the classroom to drop-off or pick-up your child. At the end of the day, children in these grades will only be released into the care of a parent/guardian or their designate.** If for any reason you are going to be late picking up your child at dismissal time, please call the office. A simple explanation to your child dispels fears that you may have forgotten him/her. Moreover, picking your child up on time shows consideration towards our teachers.

If your K-2 child takes the bus, the child will remain in the care of a responsible adult until 3:00pm when your child will transition to the care of the bus driver. If you chose to have an older sibling (must be 12+ years old) take responsibility for picking up your young child, whether they are on the bus or walking them to a vehicle, please notify the school, in writing, so that we can keep the correct permission on file.