



## Van Horne Elementary School

5855 Ontario Street  
Vancouver, B.C. V5W 2L8  
Tel: 604-713-4965

*We acknowledge that our community lives, works and plays on the unceded and traditional territories of the Coast Salish peoples - Skwxwú7mesh (Squamish), Selilwitulh (Tsleil-Waututh), and Xʷməθkʷəy̓əm (Musqueam) Nations*

September 10, 2018

Dear Parents/Guardians:

### **EFFECTIVE IMMEDIATELY!!**

#### **RE: THE NEW SAFE ARRIVAL PROGRAM - REPORTING STUDENT ABSENCES**

Effective immediately, please note, like all schools in the Vancouver School Board, Van Horne Elementary has a new Safe Arrival Program when reporting your child's absences.

Student safety is of paramount importance at 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 to report this absence as early as possible. Parents should leave a message on a dedicated answering service by calling **604-713-5159 Ext. 90**. Messages will be received before the office is open. School offices are 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.

**Student Sign Out Procedure:** When you pick up your child during the school day, please ensure that you sign them out at the school office. If you do not sign out your child, they will be unaccounted for, and the school will identify your child as a 'missing' student and will commence a search of school grounds. This is very important during an emergency situation when someone, who may not be your child's classroom teacher, must take attendance and account for all students. If the school staff do not locate the child, and are unable to reach a parent promptly, the school will call the Vancouver Police Department as per the Vancouver School Board procedures.

Thank you for helping us keep your children safe!

Kind Regards,

Stephen Leung,  
Principal

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Please put by your Telephone or on your Refrigerator for easy access

**To Report Your Child's Absence - Please Call 604-713-5159 Ext. 90 prior to 9:00am**

