



Admiral Collingwood Elementary School

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Strive for Success

Dear Admiral Families,

You may have received a call from the school yesterday. Our Safe Arrival program is changing, and yesterday was the first inclement weather day since we started using this new system.

The first Safe Arrival call is now automated. Safe Arrival calls are made when a student is absent from school and we haven't been told of the absence. This system is in place to keep students safe.

- If your child/children will be absent or late, you need to call our Safe Arrival line at 705-445-0811 extension 1 and leave a message.
- If we don't hear from you, we will make calls to find out where your child is.
- The first call will now be made by an automated phone service. Automated calls will be sent to the home phone number and cell number (if available) for the first parent/guardian listed in your child's file.
- The automated call will ask you to call our safe arrival line back.
- If we don't hear from you in 15 minutes, we will start to call other contacts, starting with other parents/guardians on file followed by the emergency contacts.

Inclement weather days

On inclement weather days when buses are cancelled, like yesterday, our system will call the home and cell number of the first parent on file for **all students who are not at school**. This includes students who ride buses and those who walk to school. On these days, the message will ask you to call us back **only if** your child should be at school. If we don't hear from you, we will assume you are aware your child is absent.

Opt out options

There will no longer be the option to opt out of Safe Arrival on inclement weather days. Parents do still have the option to opt out of Safe Arrival completely. We provide the option for parents to opt out in our back-to-school materials at the start of the year. If you would like to opt out mid-year, please visit us in the office.

Reporting absences

If your child will be absent, please make sure to call Safe Arrival, or send a note directly to the office. A note in the agenda will not necessarily make it to the office, and you may still receive a Safe Arrival call.

Make sure your contact information is accurate and up to date Every September we send home a Student Information Verification Form that includes the information we have in our database about your child. We use the parent/guardian and emergency contact information from this form for the Safe Arrival Program.

It's important that you check this form carefully and mark any changes before signing it and returning it to the school.

If you need to change contact information at any point throughout the year, please contact us. We'll ask you to provide a written note with the updates.

If you have any questions about the changes to our program, please contact us.

Sincerely,

S. McHardy
Principal