

CORDOVA BAY SAFE ARRIVAL

Cordova Bay school's **Safe Arrival Program** helps make sure all children arrive to school safely. Using morning classroom attendance lists, parent volunteers account for all students as either in class or confirmed late or absent.

IF YOUR CHILD IS GOING TO BE ABSENT OR LATE

If your child is going to be absent or late for school for **ANY** reason, parents are required to notify the school by calling the 24-hour Safe Arrival phone number: **250 658-4002**. Please note that this is a listed telephone number and may be found on the Cordova Bay School web site.

When you phone this number you will hear a recorded message indicating the information required to report your child's absence (parent's name, student's name, teacher's name, and the general reason for the absence - vacation, appointment, illness).

SAFE ARRIVAL INFORMATION

In order to run the Safe Arrival program effectively, the following information is needed for every student attending Cordova Bay.

STUDENT NAME: <hr/>	TEACHER NAME: <hr/>
MOTHER/GUARDIAN 1	FATHER/GUARDIAN 2
NAME	NAME
HOME PHONE	HOME PHONE
WORK PHONE	WORK PHONE
MOBILE PHONE	MOBILE PHONE
BEFORE SCHOOL CARE NAME	BEFORE SCHOOL CARE NUMBER:
SIBLING NAME AT CORDOVA BAY	TEACHERS NAME
SIBLING NAME AT CORDOVA BAY	TEACHERS NAME

CORDOVA BAY SAFE ARRIVAL

WE NEED VOLUNTEERS TO RUN SAFE ARRIVAL

By volunteering even just **one shift per month**, you will help support this important school program. Volunteer shifts typically start at 8:45 AM and last about 15 to 30 minutes.

Full instructions/training will be provided to all new volunteers. Please consider volunteering your time for this important program and complete the volunteer portion below indicating your availability. Volunteering for Safe Arrival is a great way to familiarize yourself with the school and get to know the school staff.

SAFE ARRIVAL VOLUNTEER SIGN-UP

YES, I would like to volunteer for the Safe Arrival Program. Check the day(s) of the week which are convenient. A schedule will be emailed out once the new crew is assembled.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

shifts per month I am willing to commit to: _____

VOLUNTEER NAME

PHONE

EMAIL

Are you a new Safe Arrival volunteer? Yes _____ No _____

Thank you for helping keep our children safe! and remember, if your child is going to be absent or late, call the safe arrival line at **250 658-4002**.

Sincerely,

Lena Weatherston, Safe Arrival Coordinator
lweatherston@mac.com