



CHAMPLAIN HEIGHTS ELEMENTARY SCHOOL

Main School
6955 Frontenac Street
Vancouver, BC V5S 3T4
Tel: 604 713 4760 Fax: 604 713 4762

Annex
7935 Champlain Crescent
Vancouver, BC V5S 4J6
Tel: 604 713 4880 Fax: 604 713 4882

NEW VSB Safe Arrival Program



Reporting Student Absences:

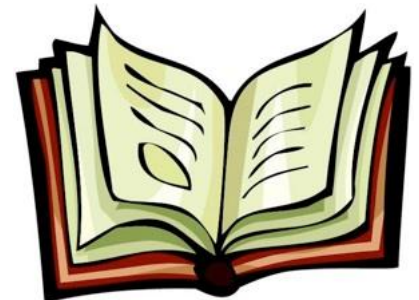
Student safety is of paramount importance at the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, we ask parents to notify schools of student absences. If your child will be absent from school, please phone the school to report this absence as early as possible. Parents should leave a message on a dedicated answering service (see below). 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.

<p>To Report Your Child's Absence via Telephone:</p> <ol style="list-style-type: none"> 1. Call 604-713-5159 2. Provide the two-digit extension for our school: "18" 3. Record your message (include child's full name, grade and division) 4. Hang up 	<p>To Report Your Child's Absence via E-mail:</p> <ol style="list-style-type: none"> 1. E-mail: chaattendance@learn.vsb.bc.ca 2. Type your message (include child's full name, grade and division) 3. Hit send
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Please report the absence to the Safe Arrival Program even if you have already notified your teacher.

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. 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. Therefore, clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches.



Thank you for helping us keep your children safe!

Nik Chiu
Principal