



Student Absence and Safe Arrival/Dismissal Policy

Established on Nov. 24, 2022, Revised on March 1, 2024

Purpose

The purpose of this policy is to create clear and consistent rules regarding absenteeism at BAMS. This policy will set out the steps that parents/guardians are to take when a child is going to be absent from school, as well as the steps that staff will take in the event of an unexplained absence.

This policy is intended to ensure the safe arrival and of all children expected to be in attendance at BAMS and to free staff from unnecessary worry as to the whereabouts of the children expected to be in their care.

This policy will help to ensure that staff are able to keep adequate records regarding illnesses and communicable diseases. Accurate records will help BAMS ensure it is following all Waterloo Region Public Health guidelines regarding communicable diseases and outbreaks.

This policy will give guidelines to parents and staff on what happens if a child is left in the care of BAMS beyond school hours.

This policy will help to encourage consistent attendance and discourage late arrivals. It is vital that children arrive to school at the same time every day, for their own routine and sense of order. Children who arrive on time every day have the benefit of proper morning greetings, helping with the classroom set up, and having some social time with their peers before beginning their lessons. Children who are consistently late can be a disruption to the other children. A child who is

late misses out on vital learning time and is unable to regulate and fully realize their potential.

Student Absence Policy

- If a child is to be absent from school it is the direct responsibility of the parent/guardian to notify BAMS either through email or a phone call. Notification must be given no later than 9:30am on the day of the absence and must indicate:
 - The exact reason for the absence
 - If the reason for the absence is due to illness the parent/guardian must also indicate what symptoms the child is experiencing.
 - When the child will be expected to return to school.
- If a child is expected to be dropped off after the start of programming it is the direct responsibility of the parent/guardian to notify the school telling them why the child is expected late and what time they are expected to arrive.
- When a teacher has received notification of a child's absence it is their responsibility to:
 - Document the absence in the communication book.
 - Note the absent child on the classroom whiteboard
- If a child is to be absent for an extended period of time it is the responsibility of the parent/guardian to notify BAMS, ahead of time and in writing, which days the child will be absent and for what reason.
- In the event that a child has not arrived at school by 9:30am, and there has been no communication from a parent or guardian, it will then be the responsibility of the teacher to email the families immediately inquiring as to the whereabouts of the child.
- At 9:45am, if there has been no communication from the parent/guardian, the teacher will inform the supervisor will then immediately:
 - Call the parent/guardian directly to inquire about the absence.

- Remind the parent/guardian about their responsibility to report all absences to the school prior to 9:30am
- Inform the classroom teachers of the reason for the absence so that they may document it in their communication log.
- Any parent/guardian who has failed to report a child's absence more than 4 times in an academic year may be called in to have a meeting with the administration to discuss the issue.
- If the parents or primary contacts are unreachable on their phones then the supervisor will call the emergency contacts.
- If the supervisor fails to reach either the parents or the emergency contacts and if the child stays absent from school for 2 days then the supervisor will call the Waterloo Region Police non-emergency line asking to check for the wellness of the child.

Student Dismissal Policy

- Each student at BAMS will have a pre-determined list of individuals who are designated as safe adults that the child may be released to.
- Staff will only release children to adults who are listed on the child's list of designated adults.
- In the event that a different individual is expected to pick up the child it is required that the parent/guardian of the child provide permission in writing to the school. This permission must include the individual's full name.
- When the individual picking up a child is not known by the staff it is the staff's responsibility to request to see identification and check the name against the child's list of approved adults.
- In the event that the person is not on the approved list, and the parent did not provide permission in writing to the school, the child will not be released.

Where a child has not been picked up as expected

- When a child is expected to remain at school beyond their designated pick-up time it is the responsibility of the parent/guardian to inform the school by phone or email. Late pick up fees may apply if the parent is expected to arrive beyond the schools' hours of operation.

- At 5:35, if the child is still in the care of BAMS staff parents will be called to inquire as to:
 - Who was expected to pick the child up.
 - When they are expected to arrive.
 - Why the school was not notified.
- If the parents/guardians can not be reached by phone the staff will then call the emergency contacts listed in the child's file
- At 5:40, if the staff have been unsuccessful in contacting a parent/guardian, or emergency contact, staff will immediately contact the Waterloo Region Police non emergency line that there is a child in care who has been left at the School beyond operating hours.