



SAFE ARRIVAL PROGRAM

The safe arrival program at Radnor Elementary School enables our office staff to confirm that students who are reported absent by their classroom teachers are legitimately absent. The program works in the following way:

When your child is going to be absent or late to school, you are required to call:

610-788-2370

This phone line is connected to a voice mailbox that is available 24 hours a day. You will be asked to give the following information:

- your name
- the date and time you are calling
- your child's name, grade and teacher
- the date or dates your child will be absent
- the reason for the absence (illness, travel, etc.)

If you know the absence will continue for several days, please state the return date. If the absence continues beyond the return date, call again to indicate so. Please remember that all long-term absences require advance written notification to the school principal. An absence card or parent note specifying the dates and reasons for absence is **required every time** your child does not attend school.

Your message will be transcribed and compared with the official school absence form sent to the office by your child's teacher. If your child is marked absent, and you did not call in, a member of our office staff will call your home, office or emergency contact number before 10:00 a.m.

The Safe Arrival Program will operate on every school day. Please keep in mind that our purpose is to provide for the safety of your child and to offer you peace of mind as you send your child to school each day. Please help us make the program work by making sure you call **610-788-2370** when your child is going to be absent. Please make sure that your school emergency card is updated if the information on the card changes after the first week of school. It is critical that the office has accurate contact information to efficiently reach you.

Attendance Regulation:

Radnor Township School Policy requires written verification of all absences within three days of the return to school. Your child's absence is recorded as unexcused until we receive written notification from you. We are enclosing 2 "*Official Absence Excuse Cards*". Please return this card to school when your child returns after having been absent. Additional cards can be requested from your child's teacher.

Your cooperation is greatly appreciated.