

Elora Cooperative Preschool
Date Established: January 2023
Date Reviewed:

The Elora Cooperative Preschool takes the arrival of children to the Preschool seriously. A Safe Arrival Policy will help to assist the teachers ensure that children are safe in the event of the child not being at school.

All parents are required to inform the teachers prior to class time whether their child will be attending their scheduled class.
Parents are able to email elorapreschoolattendance@gmail.com to inform the teachers if their child will be absent for their scheduled class.

If a child has not arrived at school by 9:30 in a half day program, and by 9:45 in the full day class, a phone call to the Primary Caregiver will be made by the Supervisor of the Elora Cooperative Preschool. If the Primary Caregiver is not available, the secondary Caregiver will be contacted.

Procedure for Safe Arrival Policy

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Identifying Children who are Present

- The Primary Teacher will mark children present, with time of arrival and health check complete, when children come into either the yard or the preschool

Identifying Children who are Absent

- The teacher will mark down who is absent before class starts those children whose parents have informed the Preschool they will be absent
- The Primary Teacher who is in charge of attendance for the day, will inform the Supervisor by 9:45 those children who have not arrived at the Elora Cooperative Preschool
- The Supervisor will conduct calls to all parents who have not informed the Elora Cooperative Preschool that their child will be absent.
- In the event the Supervisor cannot reach the Primary Caregiver, the Secondary Caregiver will be called.
- The Supervisor will make note on the daily attendance log the absent child, and the reason they are absent