



## **Attendance Procedures for Parents and Guardians**

When your child is absent from school for any reason, it is the parents responsibility to contact the school. You may contact the school via phone 613-936-0319 Ext. 1 and leave a message, or by e-mail at [HTAttendance@cdsbeo.on.ca](mailto:HTAttendance@cdsbeo.on.ca) . Messages are check regularly. Emails sent from the address provided to the school by the parent will result in a verified absence for your child.

All school absences should be notified the day of the absence. If you cannot contact the school on the day of absence, please contact the school within 24 hours of absence. An unverified absence may result in detentions.

If you are aware of upcoming appointments, please call them in advance.

If you wish to pick up your child early from school please contact the school at 613-936-0319 Ext. 1 or by e-mail at [HTAttendance@cdsbeo.on.ca](mailto:HTAttendance@cdsbeo.on.ca) . Messages are checked regularly, so we encourage you to leave a message. You are encouraged to contact the school before 3:00pm, in order to ensure your child receives the message. We cannot guarantee any messages left after 3:00pm will reach your child. Advance notice for your child to leave early is much appreciated. Your child will be released to the front door for the time you have indicated in your message.

If you have sent your child with a note to leave early, the classroom teacher will be notified to release them at the time indicated on the note and will report to the front doors.