

CLAYPIT HILL SCHOOL

SAFE ARRIVAL PROGRAM

What is the Safe Arrival Program?

- A program that ensures that every child in the school is accounted for at the start of each day.

Are all Claypit children enrolled in this program?

- **YES** all children are part of this program.

How does this program operate?

- Families phone the school (508-358-3851) or send an email to ch_attendance@wayland.k12.ma.us before 8:45 AM and leave a message stating that their child(ren) will be absent or late. **Message should include: child's name, teacher's name, date(s) of absence.** Anticipated future absences or late arrivals can also be called in or emailed ahead of time.
- Classroom attendance is sent to the office and cross checked with the messages by 9:30 AM

If a child is *still* unaccounted for, the office staff then:

- Rechecks the child's classroom
- Contacts the parents at home(s) or work
- Checks with his or her siblings (if any)
- Phones emergency contacts
- Principal or designee drives to child's home
- Police are contacted

