



Appendix E

Lester B. Pearson Elementary School

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A SAFE SCHOOL MATTERS

Keeping our Children Safe

September 2015

Dear Parent(s)/Guardian(s):

We have been working diligently to revise our school's day end **SAFE DISMISSAL**. We have been implementing procedures to help ensure our students' safe arrival home after school; this includes students who ride the school bus, who walk home, who are picked up and walked home, or who are picked up at the driveway loop and driven home. Because some of these measures are relatively new, it is imperative we stress the importance of you reviewing them and becoming familiar with them with your children.

DISMISSAL OF PRIMARY STUDENTS (SENIOR KINDERGARTEN – GRADE 3)

Please be advised that Primary-aged students will be escorted at the end of the day by a supervising staff member to either the school bus loading zone, or to the After School Programme, or to the driveway loop for pick-up at the north entrance near Door 8.

Primary students who are dismissed at the north entrance Door 8 of the school are not to walk home alone; they must either be accompanied home by an older sibling or parent, or by a pre-arranged older friend, relative or adult (with previous written consent from the parent, a record of which must be on file in the school office using the **SAFE DISMISSAL FORM**.) **School Staff will NOT dismiss Primary students at the end of the day unless these arrangements have been made and adhered to.** Students are not to be picked up in the classrooms, in the hallways, or in the main entrance foyer; instead, the driveway loop at Door 8 is the designated area for student pick-up at dismissal.

Parents/Guardians are asked to complete and sign the attached **SAFE DISMISSAL FORM** indicating who will be picking up their son/daughter at the driveway loop Door 8 and accompanying them home after school. Because this procedure is relatively new, **we are sending this form home to you to ensure that information you provide is complete, accurate and kept up-to-date.** Please take the time to complete the form with accuracy and with careful consideration – we strongly encourage you to establish a consistent routine and to include the names of the individuals who will pick up your child even on the occasion of the regular person being late or their being an emergency situation that prevents the regular person to pick up your child. **School Staff will NOT release Primary students to anyone NOT on the list.** Any changes to these arrangements must be preceded by a signed and dated parental note addressed to the Principal.

Please note that dismissal time is **3:00pm** and that supervision is provided until **3:15 pm in designated dismissal areas such as the bus loading zone and driveway pick-up loop Door 8**; nevertheless, any Primary student not picked up at dismissal will be escorted to the main office. If the person who normally picks up your child at dismissal will be late in arriving and no other arrangements have been made, we ask that you contact the school immediately. With minimal staff being available to supervise your child after

school hours at the main office, **we ask that every effort be made to be on time; habitual tardiness creates a serious safety risk for your child and places a severe strain on the safe operation of the school.**

DISMISSAL OF JUNIOR/INTERMEDIATE STUDENTS (GRADES 4-8)

Although *Toronto Public Health - Healthy Schools Toronto* stresses children under the age of 9 should NOT be crossing streets and walking home without an adult or older child, we are also strongly encouraging students in this age group (Junior/Intermediate 9-14) to NOT walk home alone. Walking in pairs or in groups greatly reduces the safety risk for your child.

With this in mind, parents/guardians are asked to complete and sign the attached form indicating with whom their son/daughter will or may be walking home from school. We ask that every effort be made to keep this information accurate and up-to-date. This information will be kept on file and will be very helpful during emergency response situations.

STUDENTS WHO RIDE THE SCHOOL BUS

If your child is properly registered to ride the school bus, he or she must ride the school bus and not take the liberty to walk home on any given day. Any necessary changes to your child's transportation to and from the school must be preceded by a signed and dated parental note addressed to the Principal. Students who are registered to ride the school bus but consistently choose not to, will end up forfeiting this privilege. If a student normally rides the school bus, but a parent/guardian comes to pick up the student instead, the parent/guardian must first come to the main office to sign the student out. Students are allowed to only ride the bus to which they are assigned.

Students are expected to behave appropriately while riding the school bus. Standards for appropriate school bus behaviour are strictly enforced with all students. School bus rules and procedures can be found on the TDSB website. Please support us in reminding your child that it is his/her responsibility to adhere to the rules and safety measures outlining appropriate school bus behaviour. Your child's failure to comply may result in serious consequences, including possible Non-Compliance Letters, Progressive Discipline Incident Reports, removal of school bus privileges, and/or suspensions.

A safe school is everyone's responsibility!

Yours, in partnership for a safer school,

A. Caccamo
PRINCIPAL

D. Antolin
VICE-PRINCIPAL