



March 1, 2022

Dear SCS Parents,

In order to continue to provide a safe environment for all students and staff, it is imperative that we have an accurate headcount at ALL TIMES. In the event of an emergency, this information ensures we know who is safely out of our building and who may still be inside. **Attendance is more than just record-keeping; it is the method by which we provide a safe and secure building for everyone.**

Please review the protocols below and remind all children in your household about the protocols that affect them.

LATES

If you know your child will be arriving at school **later than 15 minutes past the bell** (8:45 am and/or 1:15 pm), you must contact the School Office. If the School Office is not informed about your child's late arrival by 9:00 am or 1:30 pm, the Receptionist will call parents to inquire about the absence.

Any student arriving late to school must get a Late Slip from the School Office and present it to their classroom teacher. When the teacher receives a Late Slip from a student, they know that the School Office is aware that the student is present.

ABSENCES

If you know your child will not be in class for any period of time for any reason, you must inform the School Office. You must provide your name, your child's name, and the reason for the absence. If the School Office is not informed, the Receptionist will call parents to inquire about the absence. Students cannot excuse themselves from school. If you know that your child will be absent for multiple days (such as for a vacation), you can inform the Receptionist once of all the known dates.

The School Office must be informed of all absences. While you may wish to contact your child's teacher regarding homework, it is the School Office that tracks attendance, so you must inform the School Office.

LUNCH/WORK PERIOD

Students who leave the premises for lunch/work period must notify the School Office of their absence.

Elementary students (grades K-8) must have a parent either call, email, or visit the School Office to inform the Receptionist of the student's name and expected return time.

High School students (grades 9-12) can use the Campus Sign In/Out QR code that is posted around the school to sign in and out. Alternatively, students can stop by the School Office and inform the Receptionist.

PARENTS & VISITORS

All parents and visitors to SCS must enter through the main doors, report to Reception before proceeding into the school, and sign the Daily Visitor Log (upon entry **and exit**). This protocol ensures we know who is on the premises and helps us keep our building secure.

SUMMARY

Lates/absences MUST be reported to the School Office (not the classroom teacher):

- Email reception@saskatoonchristianschool.ca
- Call 306-343-1494 and press “1” for the attendance line

Students leaving at lunch

- Elementary students: parents can call 306-343-1494 and press “1” for attendance line or inform the School Office in person.
- High School students: use the Campus Sign In/Out QR code or inform the School Office in person.

Parents/Visitors

- Enter through the main doors, sign the Daily Visitor Log (upon entry **and exit**), report to Receptionist before proceeding.

We can only accomplish these goals if everyone cooperates. Thank you for helping us ensure that everyone is safe at SCS!

Respectfully,

Dr. Christian Klaue
Principal

Mr. Murray Long
Vice Principal