

Safe Arrival / Absences

Call: 978-779-2295 for FLORENCE SAWYER; 978-779-6497 for EMERSON WING

If your child is going to be absent from school for any reason, you **must** notify the school nurse before 9:00 AM. Notifying the classroom teacher is optional. The health offices, located in both buildings of Florence Sawyer School have telephone answering machines available to take messages 24 hours a day, as well. Those numbers are: Florence Sawyer Nurse: 978-779-2295; Emerson Nurse: 978-779-6497. Another option is to notify either nurse through email. Notification of your child's absence will help the school to ensure the safety of your child. **If we do not receive a call by 9:00 AM we will follow the Safe Arrival Protocol summarized below.**

- **SAFE ARRIVAL PROTOCOL:** We adhere to a SAFE ARRIVAL PROTOCOL, as follows: The Safe Arrival Protocol is designed to ensure the safety of any child who has an unexplained absence. If we do not have prior knowledge of an absence, either via telephone notification or a written note to the office (not to homeroom teachers please), we use the blue Student Emergency and Health Record that you fill out at the start of the school year to activate the Safe Arrival System.

If no one can be reached who is able to explain the absence, it creates sincere concern, as the health and safety of our students is always our primary priority and responsibility. **Please call the building your child attends.** You will receive a Safe Arrival form with the phone number to use. You may want to put this form in a prominent place in your home so that it reminds you to call and the phone number is readily accessible.