

# INTERVALE ELEMENTARY SCHOOL

## *Child Safe Program*



Dear Parents:

The Child Safe Program is in effect for the current school year. In the event that your child will be absent or late to school, you must call the **Child Safe voice mail (973) 263-7075 ext. 1** and leave a message. This call can be made at any time prior to 9:00 a.m. on the day of the absence.

When leaving a message, please state the following:

1. Date of absence or tardiness
2. Child's full name (please spell last name)
3. Grade and Teacher
4. Reason for absence – specific symptoms of illness
5. If the illness is flu-like (e.g.: fever of 100°F or greater with sore throat or cough) please indicate this information in detail.

Remember:

- If you know in advance that your child will be out more than one day, please leave the exact length of absence on the machine.
- All messages will be compared with the daily attendance sheets. If your child is absent and we have not received a phone call, the emergency numbers will be contacted to make sure we can account for the child's absence.
- If you request your child's homework, it will be available at the main office *after* 2:30 p.m.
- It is your responsibility to keep the school informed of reliable phone numbers on your child's Emergency Reference Card. Promptly notify the main office in writing of any changes.
- A written note is needed after any absence and must be sent on the day the child returns to school. Some instances require a physician's note clearing the child to return.

Your cooperation is vital to ensure that the Child Safe Program works. Thank you for your help.

Regards,

Mrs. Lorna Crooker, R.N.  
School Nurse