



Hamilton-Wentworth Catholic District School Board
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ST. BERNADETTE CATHOLIC ELEMENTARY SCHOOL

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Principal – Mrs. D. Catania
Assistant to the Principal- Mrs. D. Stampone
Superintendent of Education – Mr. M. Hucal


May 17, 2018

Dear Parent/Guardian,

At St. Bernadette Catholic Elementary School, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day. Last year we implemented a system with our parent community called *Safe Arrival*. It allows parents to report their child's absence quickly and conveniently.

SafeArrival has been well received by our families and St. Bernadette CES has been chosen to implement a new and improved version of SafeArrival. We will require our parents to call a different toll free number; the old toll free number will no longer be used in the new version of SafeArrival.

In preparation for the move to this new release, we are asking our parents to do the following:

1. **Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account using your email address. Select Attendance to Report an Absence. NOTE: Once you are logged in, please ensure that you update your message preferences.**
2. **Using your mobile device, download and install the SchoolMessenger app  from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). Use your new login information to access your account. Select Attendance to Report an Absence.**
3. **Call the *NEW* toll-free number 833-275-6703 to report an absence using the automated phone system starting Monday May 28th, 2018.**

The new version is available 24 hours/day, 7 days a week. Future absences can be reported at any time.

We will continue to use our automated notification system to contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will continue to follow up. By reporting your child absent in advance using the Safe Arrival toll free number or SafeArrival Portal website/app, you will NOT receive a call.

We will start using our new absence reporting system on **Monday May 28th, 2018**. **On Thursday May 24th, 2018**, parents with email addresses can log into the **SafeArrival** website as noted above to **Sign Up**. **As of Monday May 28th, 2018, all absence reporting should go through the *NEW* Parent Portal website or the *NEW* Toll-Free number. Please do not** contact the school directly to report an absence.

Thank you for your patience and cooperation during this transition period to better ensure the safety of all our children.

Sincerely,

Mrs. D. Catania
(Principal)