



# Ecole Boundary Elementary School

750 East 26<sup>th</sup> Street, North Vancouver, B.C. V7K 1S4  
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Dear Parents / Guardians,

In order to ensure the safety of our students, it is important that we know where every child is at all times during the school day. We remind parents **not** to provide students with permission to go to a store or other location where there is no adult supervision during lunchtime. Please help by attending to the information below, completing the form, and returning it to the classroom teacher.

Ecole Boundary has a sign-out system that tracks students who go home for lunch or who leave school early. Students **must never leave the school grounds** during the school day without parent **and** staff permission.

***If your child goes home for lunch every day:***

- Sign your child out and in again at the **office**, or
- Assure that your child understands he/she must sign himself out and in again each day.

***If your child goes home for lunch occasionally:***

- Sign your child out and in again at the office, or
- Provide a dated permission note with a parent signature to be presented to the **office** staff by the child when he/she signs out.

***If your child must leave for an appointment, etc. during the school day:***

- Sign your child out/in at the school office, or
- Provide a dated permission note with a parent signature to be presented to the **office** staff by the child when he/she signs out.

***If your child wishes to go to another child's home for lunch:***

- Provide dated permission notes with parent signatures **from each parent** to be presented to the **office** staff by the child when he/she signs out.

***Thank you for your understanding in keeping your children safe and accounted for.***

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Ecole Boundary School – Lunchtime Student Permission Div \_\_\_\_\_

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

\_\_\_\_\_ My child goes home for lunch every day and he/she will sign out/in at the office each day.

\_\_\_\_\_ My child goes home for lunch occasionally and he/she will produce a signed and dated permission note from me and sign out/in at the office on each occasion.

\_\_\_\_\_ My child will not be going home for lunch.

\_\_\_\_\_ I have assured that my child understands he/she must never leave the school grounds without parent and staff permission.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_