



Dr. Thomas A. Swift Elementary School

Parent/Guardian Handbook 2026-27



School Hours

Time	Activity
8:30	Start of Day
10:10 – 10:25	Recess
11:45 – 12:10	Outside Play
12:10 – 12:36	Eating Period
2:30 pm	Dismissal

Supervision is provided **10 minutes before school** and **10 minutes after dismissal**. We do **NOT** have supervised care for students before or after this time.



Closed Campus Policy

All Abbotsford Schools operate as **closed campuses**. All visitors, **including parents and caregivers**, must:

1. Sign in at the office.
 2. Wear a visitor badge while on school grounds.
 3. Sign out before leaving.
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Communication Process

Should you have a question or a concern, please address it as close to the source as possible. Many concerns can be resolved at this level. For example, if it is a concern about academic, behaviour, communication or classroom practices,

- **Step 1:** Speak with your child's classroom teacher.
- **Step 2:** If the issue isn't resolved, contact the principal or vice principal.

- **Step 3:** If you still need assistance, call the School Board Office at **604-859-4891**.

Teachers welcome communication. Please reach out to arrange a meeting if needed.

School Communication

- Visit our **school website** for calendars, events, and announcements.
 - Families who opt into email will receive regular updates.
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Attendance & Absences

Attendance is taken every morning and afternoon. If your child is absent or late, please report it using **SafeArrival**:

1. **App:** SchoolMessenger app
2. **Web:** go.schoolmessenger.ca
3. **Phone:** 1-844-487-3701

If an absence isn't reported, the automated system will contact parents until a reason is provided.

Late Arrivals

Students arriving **after 8:30 am** must sign in at the office with a parent/guardian before going to class.

Health & Wellness

- **Please stay home if sick:** Please do not send children showing signs of illness.
- **Illness/Injury at School:** Staff will contact parents/guardians or emergency contacts. Students should not leave on their own.
- **Medication at School:** A completed form ("Request for Administration of Medication at School") signed by a doctor and parent is required.

Please keep emergency contact numbers up to date!



Field Trips & Fees

- Field trips enrich learning and all students are encouraged to participate.
 - Fees may be requested, but financial hardship will never prevent participation. Speak confidentially with your child's teacher or the office if needed.
 - All payments must be made through [SchoolCashOnline](#). Cash is no longer accepted in Abbotsford Schools.
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Parent Involvement

Volunteers

- All volunteers working with students must complete a **criminal record check** (can take up to 6 weeks). Email criminal.check@abbyschools.ca to get the process started.

Parent Advisory Council (PAC)

- All parents/guardians of children Swift are welcome to join PAC.
 - PAC supports school growth, resources, fundraising, and community.
 - Contact: taswiftpac@gmail.com or join the Dr. TA Swift PAC Facebook group.
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Lunch

- Supervised by noon-hour staff and student monitors.

Lunch Expectations

- Use a quiet voice while eating.
- Remain seated until dismissed.
- Clean up your area before leaving.
- Treat others and our school environment with respect.

✗ Please do not send pop in your child's lunch (unless otherwise told by the classroom teacher)



Please pack snacks in reusable containers when possible.

Outdoor/Indoor Days

- Students go outside unless there's an **Environment Canada weather warning**.

- Please ensure they are dressed for all kinds of weather! We embrace the rain at Swift
 - On indoor days, students engage in quiet classroom activities.
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Safety on Wheels

- **Electric scooters** are **illegal in Abbotsford** and therefore not permitted on school grounds at any time.
 - Helmets are **required by law**.
 - Bikes and non-electric scooters **must be walked** on school grounds and stored in the bike rack – a lock is suggested!
 - Rollerblades and skateboards must also be walked on school grounds
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Parking Lot Safety

- The drop off and pick up lanes are not for parking – please just drop off or pick up – if you have to get out of your car, please park off-site and walk in
 - The parking lot is for parking only.
 - Consider parking down the road and walking
 - Do not block the fire lane.
 - Follow all City of Abbotsford Bylaws
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Student Phone Use

- Phones are for emergencies only.
 - Students should not use them to arrange after-school plans.
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Personal Items

- Please leave valuables, electronics, toys, and trading cards at home. We have lots of fun games to play and equipment to enjoy outside a recess and lunch.
 - Cell phones and digital devices must be **stored away during school hours**, unless permitted for learning.
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Safe Zones

- Safe Access Zones are in place around all schools (7 am – 6 pm).
 - Disruptions, protests, or intimidation near school grounds are not permitted.
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Lost & Found

- Located near our front entrance.
 - Small items (jewelry, glasses) are kept in the office.
 - Unclaimed items are donated at school breaks.
 - Please **label jackets, hoodies, and lunch kits**.
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Emergency Procedures

- **Drills:** Fire, earthquake, and lockdown drills happen regularly.
 - **School Closures:** May occur due to extreme weather, gas leaks, fire, power outages, or other safety issues.
 - Announcements will be shared by **6:00 am** (or as soon as available) through
 - District & school websites (abbyschools.ca)
 - Facebook & Instagram: @AbbotsfordSD
 - Local radio/TV stations (e.g., CBC, Star 98.3 FM)
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