

**Pleasantville Public School**  
**Early Childhood Program**  
**Preschool Attendance Policy and Procedures**  
**2019**

The Early Childhood Program recognizes the importance of the correlation between academic success and student attendance. Research shows that daily attendance in school is crucial in helping to ensure that our children live up to their full potential and become successful lifelong learners.

Children who are late or absent unnecessarily miss out on important activities and have their routines disrupted. Developing good attendance habits now sets a precedent for later school years.

Please make sure to have your child in school on time every day. To ensure that students receive the maximum benefit from the program, the following attendance procedures will be enforced:

**THE EARLY CHILDHOOD PROGRAM WILL EXCUSE A STUDENT'S ABSENCE OR LATENESS FOR THE FOLLOWING REASONS:**

Illness (a doctor's note or a medical note must be turned in to the school)

Death in the Family (Documentation must be turned in to the school)

Religious Holidays (Documentation must be turned in to the school)

Court Appearances (Official Documentation must be turned in to the school)

## **Absences:**

**An unexcused absence** occurs when there is no written notification provided to the school by a parent or guardian (a doctor's note, a notice of death in the family, religious holidays, etc.

Parents /Guardians must notify the school office whenever the student is absent for any reason, including religious holidays or family vacations. **Family vacations are considered unexcused absences.**

**Parents/Guardians must contact your child's teacher or Early Childhood Community and Parent Involvement Specialist(CPIS) X 2310, and must bring a doctor's note for the student who misses (2) or more consecutive days of school.**

*If an enrolled student is absent without excuse for more than (2) consecutive days been absent and to find out what assistance is needed in getting your child to school.*

*If an enrolled student is absent for (4) unexcused days, either consecutive or cumulative, the student **will be referred to the school's Family Worker, Social Worker or CPIS for a Phone Conference or if necessary, a Home Visit.***

*Parents/Guardians will receive a (4)- day Attendance Warning Letter informing them that they must improve their child's attendance.*

*Students who are absent (6) unexcused days will be referred to the Family Worker, CPIS, and the Preschool Intervention and Referral Team(PIRT) for Intervention. The Parents/Guardian will receive a (6)-day Attendance Warning Letter, and will be required to attend a Mandatory In-School Attendance Mediation Conference with the CPIS.*

*If a student is absent (10) unexcused days, the Parents/Guardians will receive a (10)-day Attendance Warning Letter informing them that they must improve their child's attendance. **A Home Visit or Parent Meeting is required. The student will be referred to the Family Worker, Social Worker, CPIS, and Preschool Intervention and Referral Team(PIRT) for intervention.***

*If your child is absent for **(10) consecutive days, or for (10) unexcused days**, without notifying the school office, and after meeting with the Family Worker, Social Worker, CPIS, and Preschool Intervention and referral Team(PIRT) for intervention, **your child may be recommended for removal from the preschool program.***

### **Late Arrival to School:**

*Preschool arrival is 8:50 AM. Preschool students **arriving after 8:55 AM** are considered late. **After a student is late (4) unexcused days in a month**, Parents/Guardians **will be required to attend a Mandatory Mediation Conference with the CPIS to discuss how we may help facilitate your child's timely arrival to school.** If excessive tardiness continues, your child may be recommended for removal from the preschool program.*

### **Late Pick-up from School:**

*Preschool students will be dismissed from their classrooms at **2:45 PM on a Full day and at 1:10 PM on a Half day.** It is important to be prompt in picking up your child. For excessive late pick-ups Parents/Guardians **will be required to attend a Mandatory In-School Attendance Mediation Conference with the CPIS to discuss how we may help facilitate a timely pick-up from school.** If Parents/Guardians continue to pick up your child late, your child may be recommended for removal from the preschool program.*

*If parents continue to pick up students late, **3:05 PM**, your child will be referred to Morning and After Care at (810 S. Main Street in Pleasantville) for a weekly fee **and/or** your child may be recommended for removal from the preschool program.*