

Delaware Valley School District

Pre K Counts Attendance Policy

Pre K Counts Students are required to have 85% attendance.

Pre K Counts Absence Definitions

- **Excused absences** are defined as: those absences when a student is prevented from attending for mental, physical or other urgent reasons. These can be further defined as illness, family emergency, death of a family member, health or dental appointments, fire, natural disaster, or other extenuating circumstances deemed as excused by the program.
- **Unexcused absences** are any absences that are not included in the above definition of excused absences.

Attendance Procedures

Students enrolled in PA Pre-K Counts classroom are considered full-time and must attend 5 days per week for a minimum of 180 school days per year for the full length of the day, either 2.5 hours/half day.

- Children with 10 or more excused absences will receive an attendance alert letter from the school principal as required by Delaware Valley School District Board Policy.
- Children with 10 or more excused absences are required to get a doctor's note for each absence after 10 in order for the absence to be considered excused. The note must be on Dr's letter head and it can be mailed, dropped off or faxed to the school from the Doctor's office. Failure to provide a Doctor's note will result in a having an unexcused absence.

Families must be contacted when children are absent for 3 consecutive days to learn the nature of the absence and offer support, as appropriate.

- The school nurse or the Director of Elementary Education's Secretary will call parents after three consecutive days absent. Additionally children with three or more unexcused absences will receive an attendance alert letter from the school principal. Unexcused attendance alert letters are sent by certified mail.

When children have more than 5 consecutive unexcused absences, the provider and family, together, must discuss the reasons for the absence and determine ways to support the child's attendance in school.

- Children with 5 consecutive unexcused absences will be referred to the School's IST Team. The team will develop an IST Plan to support the child's attendance at school.

Children who have 10 or more consecutive unexcused absences or more than 10% unexcused absences over the course of the school year (more than 18 days total) and have not responded to program supports must be dismissed from the PA Pre-K Counts classroom and replaced with an eligible child from the waiting list or recruited from the community.

- Families will be called by the school principal and informed that they are being removed from the Pre K Counts Program. They will also receive a certified letter from the school indicating that they are being removed from the program.

CHILD'S NAME: _____

Attendance Policy for Pre K Program

Attendance is imperative to your child's success in the preschool program. Absences due to illness are understandable (absent note is required). The minimum requirement for attendance in the preschool program is 85%. Excessive absences due to non-medical reasons are unacceptable. In the event of excessive, unexcused absences, your child's slot in the Preschool Program may be in jeopardy.

Often children at this age become overwhelmed and over stimulated in a structured school setting. When this occurs, the teaching staff, IST Team and administration may feel it necessary to reduce the amount of days your child attends class each week. We will work with your child to gradually build his/her ability to attend school on a full-time basis.

Making your child's first learning experience happy and successful is our top priority. Please make this your top priority and make every effort to have your child attend class regularly.

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ATTENDANCE AGREEMENT

I understand and accept these attendance requirements as stated above.

Parent/Guardian Signature

Date