

ATTENDANCE - PRESCHOOL PROGRAM

Developing proper attendance habits now sets a precedent for later school years. Research shows that young students under age six who miss ten percent or more of the school year arrive in Kindergarten with lower levels of school readiness skills. Excessive absences and tardiness disrupts the learning process for your child and others in the class, as well as the teacher's lessons. Excessive absences prevent the young student from developing a strong structure of the day and mastering routines. It also prevents the inclusion of other students who are chronically absent or tardy. Make every effort to have your child to school on time every day that he or she is healthy. Communication with school staff is essential to ensure that unique situations are addressed.

Absences:

- If your child is absent, a report to the main office or school nurse is required.
- After three (3) consecutive absences, a doctor's note is required.
- If your child is absent from school five (5) times in one month without notifying the school, the preschool CPIS or social worker shall investigate the absence and notify the Superintendent of the absence.
- Cumulative unexcused absences of ten (10) or more days, will result in a **mandatory** attendance meeting with the Director of Preschool. Designated school staff can offer assistance and community resources to help establish regular attendance.

Late Arrival to School:

- *School starts promptly at 9:00 a.m. All students are expected at this time.* Preschoolers arriving after 9:05 a.m. are late and must report to the main entrance doors to sign in and receive a late pass for admittance to class. Students who are late due to a doctor's appointment must be accompanied by a note from the doctor.
- Our preschool program is funded by the State of New Jersey for a **full day program**, so we specifically advocate for full day attendance.
- Late arrivals to the Preschool Program are disruptive. Excessive late arrivals of (15) or more days, will result in a **mandatory** attendance meeting with the

Director of Preschool to discuss how we may help facilitate a timely arrival to school.

Preschool Program Enrollment:

- Failure to establish regular and punctual attendance may result in your child being dropped from the preschool roster and a referral to the Division of Child Protection and Permanency (DCPP), if applicable. Dropping a student from the Preschool Program's enrollment is not expulsion or punitive in any manner. This allows any students on a waiting list to be given a chance to enroll.
- If a child's welfare is in question at any time during their enrollment within the Preschool Program, the Division of Child Protection and Permanency and/or law enforcement will be contacted immediately. For example, the Division of Child Protection and Permanency and/or law enforcement will be contacted when there are attendance concerns.
- Students Re-enrollment may be possible after a parent/guardian meeting and consultation with the Director of Preschool and preschool CPIS. This is dependent on the availability of open classroom spaces at that time.

This Policy applies to students with disabilities where lawful and applicable, consistent with any student's individualized education program, accommodation plan, or individualized health care plan.

References:

N.J.A.C. 6A:16-7.6 Attendance

NJ DOE: Guidance on School Attendance for Young Children Preschool through 3rd Grade.