

# St. Anne's-Belfield School

## **Pre-School Programs Attendance Expectations 2021-2022**

Students are expected to be present at school. Although illness and emergencies are clear reasons for absence, any disruption to daily school routines impacts learning and the school community. Therefore, any unnecessary absences are discouraged. Students who are not in their classrooms by **8:30 a.m.** are marked absent. The Pre-School Programs Assistant will call families after **9:00 a.m.** if the reason for your child's absence is unknown. This practice is for your student's safety.

If your child is not attending school due to illness or an emergency situation, please inform the Pre-School Office. If a child will arrive late to school, please call or email as soon as possible. Email [kcarpenter@stab.org](mailto:kcarpenter@stab.org). The Director of Pre-School Programs can be reached at (434) 981-4626 for emergencies.

If a student must leave school before the regular dismissal time, parents should send an email to [kcarpenter@stab.org](mailto:kcarpenter@stab.org) before **9:00 a.m.** Included in the note should be the exact time the student is to be picked up, who will pick up the student, and the estimated time the student is expected to return if applicable. A parent or designated adult must sign the student out and in with faculty whenever they leave school and return before the regular dismissal time. Students may not wait outside unattended to be picked up and may only be picked up by people approved in advance by the parent. Individuals not known to the School will be asked for identification the first time they are picking up a student.

If a family's plans will take a student out of school for an extended time, please contact the Director of Pre-School Programs in advance.