

## **Policies**

## **Attendance Policy**

Students enrolled in Pre-K Counts classrooms are considered full-time and must attend 5 days per week for a minimum of 180 school days per year. The length of the days is 6 hours and 15 minutes for the full day program.

Families will be contacted when their child is absent for 3 consecutive days to learn the nature of the absence and offer support, as appropriate.

At 5 consecutive days missed, you will receive another call from the classroom teacher to ensure everything is alright. At 7 consecutive days, the Pre-K Coordinator will contact you to once again offer support as well as remind you of the 10 consecutive day absence policy where the child will be withdrawn from the program after 10 days of being absent from school with no reasonable excuse as to why.

Students should arrive to school according to their classroom scheduled start time. Children must be picked up at the scheduled end time for their child's Pre-K Counts session. Pre-K Count students can only arrive with and be dismissed to adults over the age of 18.

Pre-K Counts has a 10-minute tardy window. After the 10 minutes, no child will be admitted to preschool that day. This will count as an absence for your child.

There will be no early dismissals for students after 1:00PM. Early dismissals prior to 1:00PM must have prior written notification. After three late pick-ups at dismissal, your child may be removed from the program.

The requirement of the grant is that students enrolled in the program attend the program the entire time the program is in session. The minimum program requirements are that students must attend the program 90% of the time. Children who have 10 or more consecutive unexcused absences or more than 10 percent 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 Pennsylvania Pre-K Counts classroom and replaced with an eligible child from the waiting list or recruited from the community.