SCCS Preschool Tardy Policy

We want to give every child the best preschool experience possible. With this in mind, we require children to attend regularly and punctually. Your cooperation ensures that your child receives the best education possible in these early years.

<u>The Foundation of our Tardy Philosophy:</u>

It is our belief that children learn best when they experience consistent routines. Attendance plays an important part in this. Punctual (on time) attendance helps a child:

1. Gain a complete understanding of each day's teaching objectives without missing any important learning components.
2. Develop socially and emotionally by maximizing time with fellow students both before class begins and during class time.
3. Transition emotionally into the learning portion of their day by allowing the necessary margins to begin their day in a settled state.
4. Create a strong bond with their teachers by communicating both before class, and in regular class time.

Lateness also disrupts the other students and teachers in the class and communicates a lack of respect for others; respect is one of the virtues we want to impress into our students. Punctual attendance also helps set good habits for future schooling.

<u>What we expect:</u>

All students must be checked into classrooms and seated in circle time by 9:00 a.m. every day. Check-in time for morning students is 8:50 - 9:00 a.m. Check-in time for all-day students is between 7:00 a.m. - 9:00 a.m. Arriving at 8:50 a.m. every morning will give you enough time to check in, put away belongings, and say goodbye, so that your child can be seated at 9 a.m.

If you arrive through the office at 9:00 a.m., or later you will need to let the office know your reason for being tardy. The office will let you know if your reason is excused or not.

All students who are tardy due to medical appointments must submit a medical note to the office in order for it to be considered an excused tardy. Waking up late, leaving home late, and traffic are not valid, excusable reasons for being tardy.

Students are not permitted to have more than two (2) unexcused tardies in a two week period, or they will be subject to disciplinary action. When a student has two (2) unexcused tardies in a two week period, they may not attend their next scheduled school day.

- If the unexcused tardy pattern repeats within this two weeks, they will lose an additional school day for every two tardies.
- A student is inexcusably tardy when they have no valid reason for not being seated in circle time promptly by 9 a.m.