

Attendance

Welcome to Franklin Early Childhood Center,

School must record the absence of all children enrolled in kindergarten through 12th grade. Parents need to notify the school of the reason for the absence.

We would like to kindly remind families to report the reason for each absence from school. If the school is unaware of the reason, it will be an unexcused absence.

Also, by providing the reason for your child's absence, we can help to prevent potential illnesses or outbreaks in your child's classroom and the school. This allows us to alert families about what to look out for and try to avoid the spread of illness.

The health office assists in the attendance recording process. To report a full day's absence please call the direct health office number 516-792-4610 **or** 516-792-4600; option #1. You can also email or message the nurse through *Parent Square*. Option 5 is for nursing concerns.

To report a change in dismissal, such as needing to pick your child(ren) up earlier, changing to a walker or busser,

- Please notify teacher via Parent Square or handwritten note in student's folder prior to school starting
- If school is in session, please contact teacher via Parent Square and contact the Main office, option #7

Thank you in advance for your cooperation from the Franklin Early Childhood Center Health Office.

Healthy regards,

Caroline Bormann RN, BSN

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