ALBUQUERQUE PUBLIC SCHOOLS
Duranes Early Childhood Center
2436 Zickert Rd NW Albuquerque , NM 87104

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PreK Duranes Interim Principal

Duranes Early Childhood Center

Arrival, Tardy, and Late Pick-Up Procedures

At Duranes Early Childhood Center, we are setting the foundation for daily attendance. Being on time every day helps our students begin the day ready to learn, and participate in the important routines in the morning.
Thank you for being part of our team to ensure your child(ren) have a successful start each school day.

Morning Arrival

DPC AM Students begin school at 7:30am
NM Pre K Students begin school at 8:00am

Students should arrive with enough time to unpack their belongings, and be in their classrooms ready to begin their day.

If Your Child Arrives 5 minutes after the School Day Begins your child is considered Tardy.

You must check in through the front office.

Steps to follow…

- **Enter the school through the Front Entrance**
  In order to keep our students and staff as safe as possible, please only enter the school building through the **main front entrance.** All visitors will need to buzz the front office for entry. **Students arriving earlier than the school day times or arriving late may not enter through any other doors.**

- **In Pre K, A Parent or Guardian Must enter the Building with the child(ren)**

  A parent or guardian must accompany the student to the front office and sign them in. This procedure ensures our attendance is accurate for all children, and helps us do our best to maintain a safe and secure campus.

- **Receive a Tardy Slip**
  When you sign in your child(ren) please write down the reason your child is late. For example: medical appointment, or other excused reason.
  Once your child has been signed in, the office staff will provide a **Tardy Slip.** Now you will walk your child to the classroom and give the tardy slip to their teacher.
  You will sign in again with the teacher.
  If your child had a visit to a healthcare provider, a doctors note may be:
  - Brought to the front office, or
  - Faxed to the school at (505) 764-2747

Attendance Support: Repeated tardiness

- Our goal is to work together to help remove any barriers and support our youngest learners in having a successful school year.
  Communication with the family regarding attendance concern to work on a solution to help the family.

- **Late Pick-Up Procedures**
  Emergencies and unexpected delays may occasionally occur. If you anticipate being late to pick up your child(ren), please call the school as soon a possible.
  Please note that school staff are not compensated to supervise students beyond their contracted duty day.

Thank you for being our School Partners

We appreciate your making attendance a priority. Whenever possible, please schedule appointments outside of school hours so your child can be here on time each day.