

## PRE-K COUNTS ATTENDANCE POLICY

### **Excused Absences**

Excused absences are defined as those absences when a student is prevented from attending for mental, physical or other urgent reasons. This can further be defined as illness, family emergency, death of a family member, medical or dental appointments, fire, natural disaster, or other extenuating circumstances deemed as excused by the program.

### **Unexcused Absences**

Any absences that are not included in the above definition.

### **Attendance Requirements**

- When a child is absent from school, the parent must send in a written excuse within three (3) days of the absence.
- Students enrolled in the PA Pre-K Counts classroom are considered full-time and must attend 5 days per week for a minimum of 180 days per year for the full length of the day, either 2.5 hours/half day or 5 hours/full day.
- Families will be contacted when children are absent three (3) consecutive days to learn the nature of the absence and offer support, as appropriate.
- When children have more than five (5) consecutive unexcused absences, the provider and the family together, must discuss the reasons for the absence and determine ways to support the child's attendance at school.
- Children who have ten (10) or more consecutive unexcused absences or more than 10% 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 Pre-K Counts classroom and replaced with an eligible child from the waiting list or recruited from the community.

### **The policy will be:**

- reviewed with each family at orientation and as deemed necessary by each provider
- reviewed with the parent anytime a child has an unexcused absence and
- included in each provider Parent Handbook.

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