



# ARCHIMEDEAN

PRE-KINDERGARTEN

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2019-2020

ATTENDANCE POLICIES



# Arrival, Tardy, Dismissal & Absent Policy

## School Hours



Before School Care	7:00 a.m. - 8:15 a.m. (Pre-K)
Full Day Student Arrival	8:00 a.m. (Pre-Kindergarten)
Classes Begin	8:15 a.m. (Pre-Kindergarten)
Full Day School Ends	3:15 p.m.
Half Day Begins	12:15 p.m.
Half Day School Ends	3:15 p.m.
After School Program	3:15 p.m. - 6:30 p.m.

### IMPORTANT INFORMATION!

Students arriving before school hours **MUST** attend the Before School Program. Students who arrive at school before school hours and are not registered with the Before School Program **WILL** be placed in the Before School Program and will be charged the daily fee.

Parents are responsible for paying these fees on the days service is rendered. Failure to pay these fees on the day of service will result in \$20 monthly Late Fees. Eventually, failure to pay these fees will result in account sent to a collections agency.



## ARRIVAL

- Parents are to obey all drop-off and pick-up procedures to ensure the safety and security of your child(ren). Students are dropped-off in the back of the building. Parents must park, and walk their child to the back doors of the PLC by the cafeteria. Students will not enter through the front door for drop off.
- Students need to learn the importance of regular school attendance. It is the parents' responsibility to ensure that their child(ren) arrive to school on time.
- The Archimedean Full day Pre-Kindergarten classes begin promptly at 8:15 a.m. The school day ends at 3:15 p.m. Half day students arrive at 12:15 p.m. and are dismissed at 3:15p.m.
- For students that arrive after 8:15 am.. parents are expected to park and sign in student at the Main Office. Students arriving after 8:15 (8:16) are considered late for Pre-Kindergarten.



## EARLY ARRIVALS

- **CHILDREN WHO ARRIVE PRIOR TO 8:00 A.M. In Pre-Kindergarten the students** will report to the cafeteria and **will be placed in the Before School Program, and CHARGED THE DAILY RATE OF \$4.50** breakfast is included. **PAYMENTS NOT RECEIVED WITHIN 5 BUSINESS DAYS WILL BE CHARGED A LATE FEE OF \$20.00.**



## TARDY POLICY

- Our classes must begin promptly. Tardies count against attendance record, which affect nine- week rewards for attendance, as well as end-of-the-year attendance recognition. Parents are responsible for making sure that their child(ren) are on time to school every day. Being late affects the learning and tone of your child's entire school day.
  - a. Should continued tardies be noted, the parent will be contacted by the School administration.
  - b. A student will not be awarded perfect attendance if they have more than 3 tardies.
  - c. Students must report directly to the main office after 8:15 a.m. for a late pass, or they will not be permitted in class.



## DISMISSAL POLICY

### EARLY DISMISSAL

- If you plan to pick up your child early, you must stop at the front desk. Your child(ren) will be paged in their classroom by an office staff member. In order for your child(ren) to be excused early, he/she must be signed out by the adult picking them up in the Log for Early Pick-Up, and must be on the emergency card as authorized to do so.
- **There will be no early dismissals after 2:45 p.m.**
- **IF A STUDENT HAS NOT BEEN PICKED UP BY THE END OF DISMISSAL, THEN THE STUDENT WILL BE ESCORTED TO THE AFTER SCHOOL PROGRAM AND WILL BE CHARGED ACCORDINGLY.**
  1. **LATE PICKUP FEE: \$1/minute AND not to exceed \$12.50/day**
  2. **LATE PICKUP FEE AFTER 6:30 PM: \$1/minute**

The ACC has several after school programs available for parents that are not able to make Dismissal Pick Up arrangements for their child(ren). For programs and rates information please visit the school's website: [www.archimedean.org](http://www.archimedean.org) or send an email to [acc@archimedean.org](mailto:acc@archimedean.org)

- Exceptions will be made for doctor appointments, with an appointment card shown by the parent to staff in the main office. **Early dismissal after a field trip or school event is generally not permitted, unless administration has given prior approval.**
- **Only those persons listed on the EMERGENCY CARD are authorized to pick up students.**

- Students who are not picked up by an authorized person (as specified in the child's emergency card) **will not** be released. Those persons must report to the Main Office for assistance.
- **CHILDREN MAY NOT RETURN TO THE BUILDING, CAMPUS, OR PLAY AREAS AFTER DISMISSAL TO WAIT FOR FRIENDS OR SIBLINGS, NOR VISIT OTHER CLASSROOMS.**
- At the time of pick-up, authorized person will be required to sign off with the dismissal teacher. Please be patient and wait your turn, as disorder compromises the safety of the students.



## ABSENCES

Please call, or email your child's teacher or the director, and inform the School if your child will be absent.

1. The following are considered excused absences:

- Student illness (medical evidence may be required by the Director for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- Absences due to a medical appointment require a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance
- Attendance at a center under Department of Children and Families Supervision
- Death in the immediate family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
- School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, state, and national competitions.
- Significant community events with prior permission of the Director. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.

All notes of absences must be directed to Ms. Golden, the Director of the Pre-Kindergarten.

If attendance procedures are not followed:

- **If a child does not comply with the attendance, and has excessive school absenteeism, the child may get dismissed from Archimedean Pre-Kindergarten program.**

**The student is expected to:**

- Take advantage of his/her educational opportunity by attending all classes punctually on a daily basis
- Provide the school with a written explanation for any absence/tardiness
- Request the make-up assignment for all excused absences/tardiness from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.

**The parent is expected to:**

- Report and explain an absence to the school and all Doctors notes should be directed to the homeroom teacher.
- Be responsible for his/her child's school attendance as required by law.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students
- Stress the importance of regular and punctual school attendance with his/her child
- Personally contact the school after his/her child's third consecutive absence (a doctor's excuse is required.)

A student accumulating (10) or more unexcused class absences in a school year (or 5 within a semester) will be subject to an administrative/parent meeting to review all absences. Failure to attend school and/or to meet the requirements for the school year could also result in dismissal in the program or retention.

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## Archimedean Schools

### Making History Every Day





## PARENT AGREEMENT

I \_\_\_\_\_, read and understand Archimedean Pre- Kindergarten Attendance procedures. I will comply with the school rules, and I understand that failure to do so can result in my child being dismissed from the program.

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Child's Name \_\_\_\_\_

Date: \_\_\_\_\_

# ARCHIMEDEAN SCHOOLS

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