

Kid'n Around Kindergarten Attendance and Absence Policy

Consistent attendance is critical to student success. Students are expected to arrive on time each day and to remain for the entire school day. We ask that parents stress the importance of school attendance and make every effort to avoid scheduling appointments or other activities that conflict with school hours. School hours are from 7:30 a.m. to 12:30 p.m. Gate opens at 7:00 a.m.

- An attendance record is kept by the class teacher.
- Children arriving later than 7:45 a.m. are recorded as late.
- At the end of every week, the attendance sheets will be handed to the registrar for data entry.
- When a child is picked up after school, the child will be handed to the designated person. ie: parents, family members, nanny, or driver. When a person is not known to the staff, a parent will be contacted to confirm the pickup and proof of identity must be presented to the admin staff and a copy made.
- The security guard is on duty at the gate and will ensure that no child leaves the premises without an adult.
- All students must be collected from school within 15 minutes from dismissal time; however, parents who have not collected their child before 1:00 p.m. will receive a telephone call. From 1:00 p.m. uncollected children will join the late pick- up club for supervision.
- Parents are requested to inform the school if their child is going to be absent.
- If a child is absent for 2 consecutive days and parents have not informed the school, their parents will be given a phone call to inquire about their absence.
- Parents of frequently absent or late students will receive an email in the first half of term 1 reminding them of the importance of being punctual.
- If a child is absent for 10 days without notifications and parents cannot be reached by phone calls, an official email will be sent to them informing them of the policy of being absent for 10 or more days without notice.

- If the parents do not respond to the above procedure, they will be informed via email that their child's place will be cancelled and given to the next child on the waiting list.
- Attendance record is reflected in the termly progress reports.

Additional resources: Parent handbook

