



HARRISON COUNTY SCHOOLS

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Student Name _____

PRE-K ATTENDANCE & WITHDRAWAL

By enrolling your child in Harrison County Pre-K, your child becomes a part of a preschool classroom and a friend to each of the other children in that room. Each school day is a lifetime opportunity to learn and be a part of the class. When your child is absent, not only do they miss out on the day's activities, but lose time when they can interact and learn with their classmates, their teacher and the other children and adults in the school.

Your child is important to our program and is a part of our class. Due to limits on class size, as our classes fill up we are sometimes forced to have a waiting list of children wanting to enjoy our program. In order to best serve each child, the following procedure must be observed.

When a child misses four (4) consecutive, unexcused days, a home visit may be made by staff to emphasize the benefits of regular attendance and remind the parent of the importance of regular attendance by their child. When a child has ten (10) unexcused absences within a thirty (30) day period, it shall be considered chronic absenteeism. As per performance standards, "where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy." This means that should your child be considered to be a *Chronic Absent* student, your child would be dropped from our program and another child would be given the opportunity to be a part of our preschool classroom. Please note that 5 days of being tardy are equivalent to 1 absence.

Harrison County Pre-K is dedicated to providing appropriate family support in cases of absenteeism, and will adhere to the Harrison County Schools attendance policy.

ANYTIME YOUR CHILD IS ABSENT FROM THE PROGRAM, IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO CONTACT THE CENTER ON THE DAY OF THE ABSENCE AND PROVIDE A WRITTEN NOTE THE FIRST DAY RETURNING AS TO WHY THE CHILD WAS ABSENT.

The following absences shall be EXCUSED:

The center is being temporarily closed due to weather or other unforeseen circumstances. Parents/guardians will be notified by phone when feasible.

The child is ill, hospitalized or receiving medical treatment or therapy. Upon return, a medical excuse must be submitted. A parent may submit a note for a total of 5 days per semester when a child is ill.

A family member is seriously ill, hospitalized, or receiving medical treatment or therapy.

A death in the child's immediate family.

Court ordered visitation.

If you do not notify the center of your child's absence, a staff member will contact you to check the status of your child.

I, the undersigned and legal guardian, have read/discussed the Attendance & Withdrawal Procedure.

Student Name: _____

Parent Signature: _____ Date: _____