

MARSHALL COUNTY SCHOOLS

PRE-K ATTENDANCE & WITHDRAWAL

By enrolling your child in Marshall County Pre-K, he or she becomes a part of a preschool classroom and a friend and learning partner to each of the other children in that room. Each school day is a valuable opportunity to learn and be a part of the class. When your child is absent, he/she misses out on the day's activities and also loses time interacting and learning with their classmates, their teacher, and the other children and adults in the school. This learning is what WV Pre-K is all about. So often, absences at an early age put students behind. Students who miss frequently, are more likely to experience difficulties in school by grade 3. Your child is an important part of our program and his/her class. Due to limits on class size we are sometimes forced to have a waiting list of children wanting Pre-K services. In order to best serve each child, the following procedures must be observed.

Marshall County Pre-K is dedicated to providing appropriate family support in cases of absenteeism and will adhere to the WV Policy 2525 regarding attendance:

Enrollment in an approved participating WV Pre-K program is voluntary; however, once the child is enrolled, attendance must follow WV Code 18-8-1, et seq., which allows the program administrator (i.e. principal, director, executive director) teacher and parent/guardian to pursue disenrollment of the child. Once a child is dis-enrolled, re-enrollment is not guaranteed.

When a child misses five (5) days, a letter from the school site will be sent to parents. A conference should be held by staff with parent/guardian to emphasize the benefits of regular attendance and allow communication between parents and the school staff regarding circumstances related to the absences. Conferences with parents must be held when a child misses ten (10) and fifteen (15) days, and a school issued letter is sent at those times as well. When a child has ten (10) unexcused absences within a thirty (30) day period, it shall be considered chronic absenteeism. As a **Chronic Absent** student, your child could be dropped from our program and another child would be given the opportunity to be a part of our preschool classroom.

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. UPON RETURNING PLEASE PROVIDE A WRITTEN NOTE 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 notes for a total of 10 days per school year 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 contact by phone will be made to you to check the status of your child.

Signature of Parent/Guardian

Date