



GRANT PARISH
PUBLIC SCHOOLS

Public Pre-K Programs Attendance Policy

Grant Parish Public Pre-K Programs are designed to give your child a head start on a lifetime of learning and success. We're committed to providing a high-quality, developmentally appropriate experience that sets the stage for Kindergarten Readiness.

Our funding sources require our students to attend school on a regular basis. We understand that children may be absent from school for specific circumstances. Families who accept seats in the Pre-K program are agreeing to adhere to the following procedures and policy:

Attendance Procedures:

1. Communicate with your child's teacher when your child is absent.
2. Avoid late arrivals and early departures, exceptions, if the child is ill or there is an emergency.
3. Your child must be in attendance the majority of the day. Tardiness and early dismissal count towards absences.
4. An excuse **is required** to excuse absences. If a child misses up to 2 or more days in a row, a doctor's excuse is required.

Policy Guidelines for Absences:

- For four (4) or more unexcused absences in a month, parent/guardian will receive a **Warning Letter**.
- For four (4) or more unexcused absences for 2 consecutive months during the school year, your child will be dropped from the program. The parent/guardian will receive a certified **Withdrawal Letter** and the seat will be filled with a child from the community who is on the waiting list. **A parent note is NOT an excused absence.**

The following are acceptable reasons for excused absences:

Documentation must be submitted within 3 working days.

- Child contracts a communicable disease (virus or flu) or has other ongoing health related ailments which temporarily prevent attendance (ie. asthma)
- Child is hospitalized
- Death in the family
- Medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary)

*Every decision we make is guided
by what's best for our students.*