



GREAT MINDS MONTESSORI ACADEMY ATTENDANCE POLICY *Updated 2/2/18*

PURPOSE

Great minds Montessori Academy is committed to providing a quality education for every student in our care. We firmly believe that consistent attendance teaches children responsibility. Students learn the value of being punctual and prepared. Frequent absences and tardiness result in loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students and teachers. Absences as well as tardiness may negatively affect the student's learning. Excessive unexcused absences/tardiness may lead to a student's permanent dismissal from the school.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend that families plan vacation around the existing school calendar. We highly encourage these appointments be made outside of school hours. If appointments are scheduled during school hours, parents are required to notify the school in advance for the time that the student will be absent or tardy.

The school will seek to accurately monitor and record attendance information, quarterly (fall and spring). This policy will be provided to parents/guardian and will be signed upon receipt. The policy will be available for review by parents or interested parties on our school website: www.greatmindsmontessoriacademy.org

Policy

Absence: A student's nonattendance at school for one day or part of the day.

Children are considered absent if they have not arrived to school prior to 10:00am unless accompanied by a doctor's note or valid excuse.

Valid Excuse (Excused Absence)

- a) an illness
- b) death of a family or close friend
- c) a documented medical appointment
- d) a family emergency
- e) an approved school activity
- f) a preapproved extended absence for family activity or travel
- g) an absence permitted by an individualized education program or accommodation plan
- h) required state or county appointments
- i) natural disasters
- j) religious observation
- k) parent is too ill to drive child to school

Invalid Excuse (Unexcused Absences/Tardiness)

- a) Oversleeping/Alarm failure
- b) Family vacations that were not pre-approved
- c) Needing sleep or rest (Child is tired)
- d) Personal grooming (barbershop or beauty salon visit)
- e) Going to work with a parent
- f) Shopping
- g) Waiting for service repair people to arrive
- h) Child did not cooperate

Attendance Requirements: Students are allowed a maximum of seven (7) unexcused days per year.

Excused Absences or Tardiness: A written communication (email or text) documenting a valid excuse.

Preapproved Extended Absence: A parent/guardian may request approval from the director at least five (5) days prior to student's extended absence.

Tardiness: A student is tardy if he or she is not inside of the classroom no later than 8:30am. Students are allowed five (5) tardiness per quarter. If a child is chronically tardy, a notice will be sent home after the 2nd tardy. After four (4) tardiness, a meeting with director to review the situation and will outline the appropriate corrective action. Consistent or Chronic tardiness can result in dismissal from the school.

Late Arrival for Pick up: Our school hours are 8:30am-12:00pm (half day schedule), 8:30am-3:30pm (full day schedule) 8:30am-6:00pm (extended day schedule). Parents who arrive late to pick up their child from school, will be charged a fee of \$3.00 per minute that they are late after their scheduled pick up time. Tardiness will be documented and the late fee will be added to their monthly tuition.

Early Check out: Leaving school prior to instructional time- Please turn in a written explanation (email or text) as to why the child has to be picked up early.

I have read, understand and this Attendance Policy:

Child's Name _____

Parent's Signature _____

Date _____