



## **Early Childhood Development Center**

### **Haggerty School**

13770 Haggerty Road, Belleville, Michigan 48111

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**Becky Ross** Building Coordinator

### **Attendance Policy (Updated 12/19/2019)**

In order to experience the maximum benefits of the GSRP program, it is important that your child maintain regular attendance. Please make every effort to arrive at school on time. When children arrive after the day has started, they miss out on important parts of the routine. Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program.

Please be on time to pick up your child at the end of the school day. In the event your child is not picked up by you at the end of the school day, a staff member will attempt to contact the people you have listed for emergencies to pick up and assume the care of your child. If contact is not made and/or the child is not picked up within 15 minutes, your child will be placed in Happy Days latch key program and a fee of \$10 will be expected at the time of pick up.

- **Reporting Absences**
  - If your child will not be in attendance, please contact classroom teacher via phone or e-mail, before the program day begins with the reason for not attending.
  - If a child is absent and the program is not contacted by the parent, the program will attempt to make contact with the parent after 2 days.
  - If the program cannot make contact with the parent for 5 consecutive days, then a letter will be sent to the parent.
  - If the program does not receive a response within 10 days of the date of the letter the child may be removed from the program.
- **Attendance Issues**
  - If your child accumulates 15 “attendance issues”, (tardy, early pick up, late pick up, and undocumented absences) the program has the right to remove the child for excessive attendance issues.
  - When your child has accumulated 5 attendance issues, you will receive a written 1st warning
  - When your child has accumulated 10 attendance issues, you will receive a written 2nd and final warning.
  - When your child has accumulated 15 attendance issues, you will receive a written letter, indicating that your child has been removed from the program.

- What is / is not an “attendance issue”?
  - Tardiness is defined as arrival 30 minutes after scheduled start time. Tardiness is considered an “attendance issue” and may contribute to your child being removed from the program.
  - Early Pick Up is defined as removing the child from class 30 minutes or more before the scheduled end time. Early pick up is considered an “attendance issue” and may contribute to your child being removed from the program.
  - Late Pick Up is defined as picking up your child from class 15 minutes or more after the scheduled end time. Late pick up is considered an “attendance issue” and may contribute to your child being removed from the program.
  - Documented absence is one where official documentation is provided to the school to explain the child’s absence, such as a note from the doctor or dentist office or similar. A documented absence is NOT considered an “attendance issue” and will NOT contribute to your child being removed from the program.
  - An undocumented absence is one where official documentation is not provided. An undocumented absence is considered an “attendance issue” and may contribute to your child being removed from the program.
- Planned Extended Absence
  - If you have a planned absence exceeding 15 days and notify the program in writing, your child will be withdrawn. Upon your return, you may notify the GSRP program in writing of your intent for your child to return to the program. Then your child will then be placed on the top of the waitlist and will receive a classroom placement as soon as a slot is available. Please note that your child may not end up in the same classroom as they originally were. There may also be a chance that no slots become available due to the demand of the program.