

**Gates Chili Central School District
Universal Prekindergarten Program
Attendance, Arrival and Pick-Up Procedures**

Please read through the following important procedures. Thank you for your support!

Attendance

1. All UPK classes are in session five days per week, Monday through Friday, in accordance with the Gates Chili Central School District calendar. Daily attendance is expected, with the exception of illness.
2. Attending school is essential for student success. Irregular attendance and tardiness creates confusion for your child. Most importantly, your child misses opportunities to learn. Frequent unexcused absences will cause your child to lose the opportunity to attend Gates Chili's UPK program.
3. To support development of positive school attendance patterns:
 - a) Parents / guardians of student with 5 or more unexcused absences will be contacted by the classroom teacher to discuss reasons for absence and impact on learning.
 - b) Parents / guardians of student with 10 or more unexcused absences will be contacted by the program supervisor to discuss reasons for absence and impact on learning.
 - c) Parents / guardians of student with 12 or more unexcused absences will be required to attend a conference with the building administrator and program supervisor. Conditions for continued participation will be outlined.
 - d) Parents / guardians of student with an excessive pattern of unexcused absences that does not improve with the steps listed above will be notified that their child can no longer participate in the program. The available seat will be filled by a student on our waiting list.



Illness

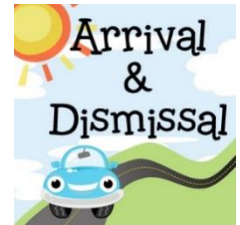
1. When your child is sick, please keep your child home. Send in a note with your child explaining their absence.
2. When should you keep your child home from school? Our school health offices provide the following guidance:
 - ❖ A fever of 100.4 degrees or higher
 - ❖ A rash, until you know cause
 - ❖ Head Lice, scabies, pinworm and ringworm until treatment has begun
 - ❖ Stomach aches that bring diarrhea and/or vomiting
 - ❖ Strep throat, until 24-hours after starting antibiotics
 - ❖ Chickenpox until scabs heal over



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Beginning Our Day Together: Timely Arrival to School

1. Timely drop off at 9:30AM is expected on a daily basis.
2. A tardy arrival within the UPK program is defined as arrival any time later than 9:40AM.
3. **Tardy** arrivals are required to sign in at the main office before coming to the classroom.
4. To support development of positive school arrival patterns steps a-d (previous) will be followed should a student arrive late to school.



Ending Our Day Together: Timely Pick-Up

1. Timely pick up at 2:30 PM is expected on a daily basis.
2. A late pick-up from UPK is defined as pick-up any time later than 2:35 PM.
3. UPK teachers and teaching assistants are assigned additional job responsibilities within their buildings after 2:30 PM.
4. There is **not** supervision available in elementary schools for UPK students after 2:30PM.
5. Should a late pick-up occur:
 - ❖ Parents / guardians of student picked up late will be contacted by the classroom teacher to discuss reasons for late pick-up.
 - ❖ Parents / guardians of student picked up late 3 times will be contacted by the program supervisor to discuss reasons for late pick-up.
 - ❖ Parents / guardians of any student picked up late 5 times will be required to attend a conference with the building administrator and program supervisor. Conditions for continued participation will be outlined.
 - ❖ Parents / guardians of student with an excessive pattern of late pickups that does not improve with the steps listed above will be notified that their child can no longer participate in the program. The available seat will be filled by a student on our waiting list.

If you have questions about these procedures, please discuss with your child's teacher or contact program supervisor at 247-5050 x12209.

