



## A Pathway to Success Attendance Policy

USD 248 and School Administration are working together to create a safe transition from school to After School and, therefore, attendance by students and communication with parents is very important. USD 248 cannot be held responsible for students and families who neglect to follow the attendance procedures in place.

As a result of our need to ensure the safety of students, the following policies must be followed:

1. Students enrolled in the After School Program are expected to attend on all days and stay for the duration of the program.
2. If your child is not going to be attending on a regularly scheduled day, we asked that the school be notified by 1:00 pm (724-4327) that day or in writing, prior to the absence.
3. Inconsistent or lack of attendance at the After School Program could result in the student's name being removed from the attendance roster. Notification for attendance roster removal will occur by written correspondence.
4. Arrangements to have your child re-activated can be made by contacting the Project Director (724-4327)

Attendance is an essential component of our afterschool program. With our new grant requirements, we appreciate your cooperation.

Unforeseen circumstances, doctors appointments, hospitalizations, etc. are understood events that are going to arise. Keep in mind that even though these are excused absence we will track the attendance daily on your child as required by the grant.

The grant requires us to collect data for every child in the program. If attendance becomes a factor effecting our data collection process and outcomes for each student than your child may be dismissed from the program. Before this happens, multiple notifications will be given to the parents and an opportunity to discuss possible solutions before dismissing your child from the program.

It is expected that your child attend the duration of the program from 3:15-5:15 for four days each week during our after school program. If a student needs picked up early than you must see the Project Director to sign your child out.

On half days of school the students will dismiss with the other students not enrolled in the program and either walk, get picked up, or ride the bus home. Reminders will be sent home prior to these half days to remind parents.