

PA Pre-K Counts Attendance Policy

The attendance policy for Pre-K Counts has been clarified by the PA Office of Child Development and Early Learning. We would like to remind families of the necessary procedures that will be followed for continued enrollment in a Pre-K Counts program.

- Students enrolled in a PA Pre-K Counts classroom are considered full-time and must attend 5 days per week for a minimum of 180 school days per year for the full length of the program enrolled. The Pre-K Counts school year is based on a school district calendar and is center specific. Full day Pre-K Counts programs are generally 8am-1:30pm and half day programs are generally 10:00am - 1:00 pm. (schedules will vary from center to center) This is the educational portion of the day and is not considered daycare. **Your child must be at school 5 days a week for the entire Pre-K Counts scheduled classroom hours. You are provided 15 minutes before and after the scheduled program times.**
- If you need care beyond these hours, wrap care is available at a cost. Wrap care is subject to availability and arrangements must be made ahead of time with the center director.
- Families must contact the center in case of illness, family emergency, appointments, or other circumstances that would require the child to miss school via the attendance form link you will be provided. The form can always be found on the Y website on the PreK Counts page.
- Families are required to download and engage with the Procure Connect app. Notify center upon enrollment if you do not have access to the technology required to use these applications.
- In the event of a school closure you will be notified through the Connect and at-home learning is required for those school days. You will be provided directions.
- Families will be contacted by their child's Teacher when the child has been absent for 3 consecutive days or 3 consecutive tardy/early dismissals to learn the nature of the absence and offer support, as appropriate.
- When children have more than 5 consecutive unexcused absences or 5 tardy/early dismissals, the provider and family, together, will discuss the reasons for the absence and determine ways to support the child's attendance to school, as appropriate.
- An attendance action plan will be created after 12 or more unexcused absences.
- **Children who have 10% unexcused absences over the course of the school year (more than 18 days total) and have not responsibly responded to program supports will be withdrawn from the PA Pre-K Counts classroom to make room for a child from the waiting list.**

If you have questions or concerns about your child's attendance, please contact your child's center director for more guidance. We want to support you and your child to be successful in school.

I agree to bring my child to Pre-K Counts 5 days a week for the scheduled classroom hours.

I understand that attendance is important and that my child cannot miss more than 18 days a year. *If my child exceeds 18 days of absences, I will forfeit my child's spot and my child will be withdrawn from the Pre-K Counts program. Completing your child's PreK Counts application after reviewing this form indicates your receipt and agreement to this attendance policy.*