

## YMCA OF GREATER ERIE

### PA PRE-K COUNTS ATTENDANCE POLICY

*The attendance policy for Pre-K Counts has been established by the Pennsylvania Office of Child Development and Early Learning (OCDEL). Regular attendance is essential to your child's educational success. Children enrolled in a PA Pre-K Counts classroom are expected to attend school consistently and participate fully in the educational program.*

- Students enrolled in a PA Pre-K Counts classroom are considered full-time students and are expected to attend school five days per week for the full length of the program year. The Pre-K Counts school year is center-specific. Families will be provided with a list of scheduled school closings through the Procure Connect app.
- Full-day Pre-K Counts programs are generally scheduled from 8:00 a.m. to 1:30 p.m.; however, schedules vary by center. This is the educational portion of the day and is not considered childcare. Children are expected to attend every scheduled school day, arrive on time, and remain for the entire instructional day. As with a public-school program, students may not routinely arrive late, leave early, or miss school without a valid reason. Families are provided with a 15-minute drop-off window before the scheduled start time and a 15-minute pick-up window after the scheduled end time. If a child must arrive late or leave early for a medical appointment or other approved reason, an online attendance submission is required.
- If you need care beyond the Pre-K Counts instructional hours, wrap care may be available at an additional cost. Wrap care is subject to availability, and arrangements must be made in advance with the Center Director.
- Families must notify the center daily whenever their child will miss school or any portion of the school day by submitting the attendance reporting form that will be provided to you. The form can also be found on the YMCA website on the Pre-K Counts page. Notification of an absence does not automatically make the absence excused.
- Families are required to download and engage with the Procure Connect app. Notify the center upon enrollment if you do not have access to the technology required to use this application.
- In the event of a school closure, families will be notified through the Procure Connect app. At-home learning activities are required on those days, and directions will be provided. Failure to participate in the at-home learning will result in an unexcused absence.

- Families will be contacted by their child's teacher when the child has been absent for three consecutive school days or has accumulated three consecutive tardy arrivals and/or early dismissals to learn the nature of the attendance concern and offer support, as appropriate.
- A child may not accumulate unexcused absences equal to or greater than 10% of enrolled program days *at any point during the school year*. Examples:
  - 3 unexcused absences during the first 30 school days
  - 6 unexcused absences during the first 60 school days
  - 12 unexcused absences during the first 120 school days

Children who have unexcused absences equal to or greater than 10% of enrolled program days may be withdrawn from the PA Pre-K Counts program to allow enrollment of a child from the waiting list. Excessive absences, whether excused or unexcused, may impact academic progress and trigger attendance interventions

#### EXCUSED ABSENCES

The following reasons may be considered excused absences when reported to the program:

- Child illness or injury
  - Illness verified by parent report may be excused.
  - The program reserves the right to request medical documentation for excessive or repeated illness-related absences.
- Medical, dental, behavioral health, or therapy appointments
- Serious illness, emergency, or death in the immediate family
- Court appearances or legal obligations involving the child
- Religious observances
- Weather-related advisories, or warnings affecting safe travel to the program
  - If the YMCA program is open, the program remains in session.
  - Family decisions to keep a child home due to weather may be reported as weather-related absences.
  - **The absence may be considered excused when a weather advisory, warning, or emergency declaration exists for the area served by the program.**

The program reserves the right to request documentation for repeated or excessive absences.

**The following are not considered excused absences:**

- Family vacations
- Transportation issues
- Oversleeping/trouble getting up
- Parent work/school schedules
- Keeping a child home for convenience

*Please note that even excused absences may become excessive if they interfere with a child's ability to benefit from the educational program.*

Families experiencing barriers to attendance are encouraged to work with program staff to identify supports and resources right away. We want to support your child in developing the attendance habits necessary for success in school.

By enrolling, you agree to bring your child to Pre-K Counts regularly and for the full scheduled instructional day.

By enrolling, you understand that attendance is important and that excessive absences, tardiness, or early dismissals may result in attendance intervention, required meetings, and possible withdrawal from the Pre-K Counts program.