

ATTENDANCE POLICY

Albuquerque Nursery School is committed to providing a Pre K program that allows your child to have a strong start to their education. In order to meet this goal, we must require that your child(ren) participate in our program on a regular basis. The New Mexico Pre K program does have an 85% attendance policy. Please note that falling under the 85% attendance mark may result in your child's disenrollment from the Pre K program.

In an effort to avoid disenrollment due to attendance, our school will take the following steps:

1. Daily attendance will be taken by 10:00 A.M. each day. A phone call will be made to families of children that are not in attendance and the reason for the absence is documented.
2. Families will be notified when their child is at the 95% attendance mark. At this time, it will be documented that parents were reminded of our attendance policy.
3. Families will be notified when their child is at the 92% attendance mark. We will request a meeting with the family to determine strategies to improve their child's attendance for the Pre K program. At this time parents will be asked to again sign our attendance policy which explains that their child will be dis-enrolled if they fall below the 90% attendance mark.
4. Should a child continue to be absent from our Pre K program after all above attempts to improve attendance, Albuquerque Nursery School will be required to dis-enroll a child when they fall below the 90% attendance mark.

We understand that there are times when it is not possible for a child to be in attendance. Therefore, we have determined the following reasons to be excused absences.

- Illness: A note from a medical professional or parents will be required for your child's file
- Medical or therapeutic treatment appointments: A note from the medical/treatment center will be required for your child's file
- Religious holidays: A parental note will be required for your child's file
- Death: A parental note will be required for your child's file
- Personal or family emergency: A parental note will be required for your child's file

The list above is not definite; our school administration will have the discretion in determining if an absence will be considered excused or unexcused. The following will be considered unexcused absences:

- Family vacations
- Non-medical appointments
- Absence without written notice