

# PROMETHEAN ATTENDANCE POLICIES

Attendance is a key factor in student achievement. Students are expected to be present every day the daycare is open. Absences **cannot exceed 10% of total days** the daycare is paid by Promethean. When a child is absent, the parent should call the daycare to notify them of the absence and send a written excuse upon return explaining the reason for the absence.

## **Excused absences shall include but are not limited to the following:**

1. Family or personal illness (physician's statement may be required)
2. Verified medical appointments
3. Treatment of lice up to 3 days
4. Death in the family
5. Holidays observed in the community
6. Any situation absolutely beyond the control of the student and family that is verified.  
Maximum excused 2 days.

***If a child has 10 continuous excused absent days, he/she will be dropped from the paid daycare rolls unless the parent makes arrangements with Promethean for a conditional absence to remain out of daycare.  
If excused absences exceed the 10% allowed, the scholarship may be revoked.***

## **Unexcused absences shall include:**

1. Family vacations
2. Visiting with family or friends
3. Any day missed without an excuse
4. Any day missed for reasons other than excused reasons listed above

*Every child is given 5 FREE days a year (given January 1) to use for unexcused absences. If a child has over 5 unexcused absences, he will be dropped from the paid daycare rolls or will owe the daycare for the unexcused days.*

## **Conditional absences:**

1. Absences approved by Promethean for reasons viewed as reasonable. Example: surgery requiring a recovery period of 6 weeks.
2. Promethean will notify the daycare if absent days will be paid or unpaid. If unpaid, the parent may pay for the days to hold the slot at the same daycare or look for a new daycare slot upon returning..
3. Conditional absences are approved based on: the reason for the absence, the pattern of the student's attendance, and the length of time the child will be out of daycare.

## **Loss of a child's scholarship can occur when:**

1. A child moves out of **Obion County**.
2. A child's attendance rate is less than a 90% average.
3. A child stops attending daycare for an extended period of time.
4. A child attends daycare for less than the minimum number of hours per week.

## Attendance Problems

**Attendance/ Hours Warning** - A letter is given to parents when the child's attendance level drops below 85% range. The attendance is then monitored for a month or more to document improvement in rate. Warning is given if average hours for the week drop below the acceptable number. (Given 1 month to improve percentage rate or Given 1 month to improve hours attending per week)

**Attendance Probation**- A letter is given to the parent when the child's attendance level drops to the 79% or lower range or the attendance warning is ignored and the attendance percentage continues to drop. It allows for payment of no more than 2 absent days in a 4-week period. All other absent days become the responsibility of the parent.

**Hours Probation** - A letter is given to the parent if the child's average hours are less than required. It allows for payment of daycare based on the average number of hours attended. If hours do not improve, the scholarship can be removed. (Allowed 2 Pro - Paid excused short hour days or Payment based on number of hours attending)