

Waikiki Community Preschool

Article IX. Admissions, Enrollment, and Attendance

Attendance Policy

Regular and punctual attendance is essential for young children's development and learning. Our school emphasizes the importance of daily, on-time attendance to foster academic growth, social skills, and a lifelong love of learning.

- **Daily Attendance:** Students are expected to attend school every scheduled day unless excused for valid reasons.
- **Attendance Monitoring:** The school will maintain daily records of attendance and absences.

Tardiness

Students arriving after 8:30am are considered tardy. Excessive tardiness will lead to similar interventions as excessive absenteeism.

Reporting Absences/Tardies

Parents are responsible for reporting their child's absence or tardy to the Preschool office on a timely basis.

- **Notification:** Parents/guardians must inform the school by 8:30 a.m. on the day of the absence, stating the child's first and last name, classroom name, reason for absence, and length of absence. Parents can notify the office in the following ways:
 - Call the school at (808) 922-2098.
 - Send an email to: (email address).
 - Send a message through the school's communication app.
- **Excused Absences:** Absences will only be excused due to the following reasons:
 - Illness
 - Medical appointments
 - Family emergencies
 - Observation of a holiday or ceremony of the family's religion
 - Approved planned extended absences (e.g. – family vacation); submittal of a letter 10 days prior to absences to include: dated, student's name, room name or teacher's name, dates of absences (reason for absence), parent contact number, and parent signature
 - Bereavement
 - Other justifiable reasons evaluated on a case-by-case basis.

Documentation may be required to excuse the absence.

- **Unexcused Absences:** Absences without valid reasons or proper notification.

When to Keep Your Child Home

Parents are asked to monitor the health of their child and anyone dropping off/picking up before deciding to have their child attend school. If a child is sick parents are asked to keep their child home and contact their family doctor if the symptoms persist. Children must be fever free and fever medication free for 24 hours before being able to return to school and successfully pass the daily health check. A doctor clearance note may be required.

Parents/guardians are responsible for:

- Bringing their child to school every day and on time.
- Contacting the Preschool office if he/she will be late or absent.
- Informing the Preschool office the reason for the absence and when the child will be returning to school.

Designated School Staff are required to:

- Contact parent/guardian if their child is unexpectedly absent and school staff have not heard from the parent by 8:30am to ensure their child's well-being.

Excessive Absenteeism

A student is considered chronically absent if they miss 4 days per calendar month or 4 consecutive unexcused days, regardless of the reason.

Excessive Absenteeism/Tardiness Counseling

- **After 4 Absences/Tardies:** Parents receive a notification letter/email with an attendance summary.
- **After 8 Absences/Tardies:** A parent-teacher conference is scheduled to discuss attendance concerns and develop strategies to improve attendance.
- **After 12 Absences/Tardies:** Parents will meet with the child's teacher and Preschool Director to discuss reasons for continued absences/tardies. Alternative strategies may need to be developed.
- **After 16+ Absences/Tardies:** The child may be placed back on the waitlist.

Approved by the Office of the Attorney General:

Date: 5/12/25

Name: Jonathan Marchuk

Signature: *Jonathan Marchuk*