

Everett Public Schools ECEAP

ATTENDANCE POLICY

Information parents receive in the annually updated Parent Handbook establishes attendance policy.

Attendance

All children are expected to be at preschool every day with exceptions for illness and appointments.

Why is it important to come to preschool every day?

Children who attend school regularly learn more and are more successful. ECEAP staff work hard to make preschool a welcoming and fun place where all children feel safe and connected. Children who are absent are missed by their classmates and their teachers.

Children learn from the adults around them. When we make sure they are at school every day, we show that we believe learning and education is important. We also help them develop a pattern of good attendance that they will be able to follow in the future.

When children are absent they miss out on a lot of learning! They miss carefully planned learning activities, chances to ask questions, time with other children, and opportunities to learn new words, skills and knowledge. These experiences can't really be made up. All of this means your child needs to be at preschool every day to be well prepared to start school and be successful!

What can you do?

- Please let your child know that you expect him/her to attend school every day. Just like grown-ups have jobs to go to, it's his/her job to go to preschool and learn.
- Check the ECEAP calendar and information sent home so you can talk with your child about the exciting activities that are going on in the classroom.
- Plan your vacations/trips during school holidays and breaks.
- If you are having a hard time getting your child to school every day on time, please let the ECEAP staff know. They are very willing to work with you to find ways to address your child's unique needs and support his/her learning and success!

ECEAP Attendance Procedures:

- If your child is absent due to illness or appointments, you need to let your child's teacher know. Please call the teacher or come in to let us know.
- If a child is absent without communication from the parent, the ECEAP staff will contact parents.
- Students who miss three weeks of class time (12 days), for vacation or other reasons, will be withdrawn, placed on the waiting list and their spot filled with another child. Please plan family trips during our scheduled breaks.
- If a child has frequent absences, ECEAP staff will work with parents to try to resolve attendance issues and when appropriate, make referrals to another program that may better meet the needs of the family.



Categorical Programs
Early Childhood Education/ECEAP

3900 Broadway Avenue

Everett WA 98201

Phone: (425) 385-4068

Fax: (425) 385-4012

Date:_____

To the Parents of _____:

We are concerned because _____ has not been here at ECEAP regularly.

We miss him/her at school and think he/she would really enjoy the _____ we are going to be doing soon.

Consistent attendance at ECEAP is important for your child's learning and in order for him/her to be prepared for kindergarten. Each day _____ is gone they miss specially designed instruction, activities and interactions that cannot be made up.

Please contact us so we can work together to resolve any issues preventing _____'s regular attendance at ECEAP.

We hope to hear from you or see _____ back at preschool soon!

Sincerely,

(Name)
ECEAP Family Support
(Phone #)



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Phone: (425) 385-4068

Fax: (425) 385-4012

Date: _____

Dear (Parent/Guardian Name),

(Child's Name) has not been to preschool at ECEAP since (date). I have called you a number of times to check with you about _____'s attendance and to see if you wanted her/him to continue in ECEAP. Due to her/his long absence we are going to unenroll her/him as of (date – usually the beginning of next week).

We will place _____'s name on our waitlist. You may contact me if you are interested in bringing her/him back to ECEAP. My phone number is 425-385-_____.

If you want _____ to return to ECEAP, it will be essential for her/him to be at pre-school every day unless she/he is sick. Regular school attendance is very important and while preschool is not required, _____'s attendance now will establish habits for the rest of her/his schooling.

If you have any questions, please feel free to call or to come in to talk with me.

Sincerely,

(Name)
(School) ECEAP
Family Support