

FCS PRE-K ATTENDANCE CONTRACT

Date: _____

I have received the attendance guidelines as it pertains to the Pre-K program.

Attendance Guidelines

- I understand that my child will attend class for the entire 6.5 hour school day, five days a week.
- I am also aware of my child's school hours. I understand that is very important for my child to arrive timely to school and remain for the entire day of 6.5 hours.
- Repeated and excessive absences, tardies, early dismissals, and late pick-ups can result in my child being disenrolled from the Pre-K program.
- Absences due to bereavement, military, and or family emergency will be considered for excuse with written verification.
- A tardy is only excused if it is due to a medical appointment with proof of verification from the medical provider.
- If my child becomes ill or has a medical appointment, I will provide the school (or teacher) with a written excuse from the medical personnel in which my child was seen.
- If my child's condition is treated at home, I will provide a written note to explain his/her condition.
- All documents and notes for absences or tardies must be submitted within 48 hours of my child's return to school. If I do not provide documentation, I understand that the absence or tardy will be considered unexcused.
- If my child is absent for 5 consecutive days and I fail to contact the school, my child will be removed from the program. I will maintain updated contact information that includes telephone numbers, emergency contact numbers, email addresses and residential addresses. **NOTE: Fulton County Schools will make every effort to contact you if your child is absent 5 consecutive days. If we are unable to reach you, your child will be removed on the 6th day of school. Requests for extended absences will not be considered until after the 6th week of school.**
- There is a 10 day consecutive absence/tardy policy. Failure to notify the school of an emergency situation that will result in 10 days of absences or tardies will result in automatic withdrawal from the program.

Pre-K enrollment is voluntary and spaces are limited and only available to students within the Fulton County School attendance zone. If you relocate or withdraw from the program, please provide the school with updated information as soon as possible. Pre-K students cannot be enrolled in two programs at the same time. If you plan to move out of the school zone, please check with that school to inquire about openings. Pre-K has a **maximum** capacity of 22 students per classroom. If you move out of the Fulton County School attendance zone, your child will be withdrawn from the program.

Parent Name (print)	
Parent Signature	
Child's Name (print)	