



**EMC**  
**Attendance Policy**  
2022/2023

*Nourishing the Human Potential*



## EMC Attendance Policy 2022/ 2023

# EMC Attendance Policy

At EMC attendance is a priority and is critical to our children's academic success. Absences must be reported to the administration weekly by filing out the absence form. This form is to be delivered to the administration every Friday at noon. When a child is absent for more than two days, the guide must call the parents on the third day of absence so as to check on the health of the child and also the reason of his or her absence if not known. The school's cell phone is available at the administration. Following each call, the guide must fill the "Calls Follow-up" section in the Absence sheet.

In case a parent calls to notify the absence of his child, the administration will send an email to the guide with the information.

Any child's absence must be notified by the parents. Any absence that exceeds two days must be justified by a medical certificate. Unjustified absences will result in disciplinary action.

## Arrival & Dismissal

In order to encourage independence in each child, parents are asked to drop their child off and pick them up at the front gate.

Upon arrival, toddler children will be greeted by an adult from their environment every day, and then taken by little groups to their environment. The guides shall greet them in their classroom.

The primary children are greeted by the assistant and encouraged to join their environment on their own. The elementary children will join their environment on their own, where their guide will greet them.

To reduce children's anxiety about school, we request parents drop off and pick up the child in a brief manner. Following these rules will help to establish consistency and rituals that will reassure children.

At dismissal parents collect their child at the front gate, just outside the arrival/dismissal deck. The guide must make sure to arrive at the arrival/dismissal deck 5 minutes before dismissal time. S/he must group the children, and count them using his/her attendance sheet. The guide must dismiss the children one by one to his or her accompanying adult, making sure to say goodbye to each and every one.

In case a parent wants to discuss some matter with the guide, the guide should ask them to wait on the side until all the children are dismissed. In case the guide does not recognize the accompanying adult, s/he must not dismiss the child until the ID of the person is verified either by checking the "Authorized Accompanying Adults" sheet, or by calling the parent.

## A Child is Late

Punctuality is a school value. This is imperative in efforts to maintain our school structure and best practices in education. Parents are requested to make a commitment to bring their child on time every day.

When a student incurs more than 3 late days in the same trimester, the parents must be notified. The family will receive a written warning. If the problem persists the school reserves the right to disciplinary action.



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### • **Toddlers**

Children are expected between 8:50 am and 9:00 am. After 9:00 am, the child is considered late. At 9:10 am the school gates are closed and no child will be admitted, unless with prior notice.

In case a child arrives between 9:00 am and 9:10 am, s/he will be greeted by the doorman and will wait at the arrival deck until 9:10 am. The children will be sent to their environments at 9:10. The classroom assistant must record all the late children on the absence sheet.

### • **Primary/Elementary**

Children are expected between 8:10 am and 8:20 am. After 8:20 am, the child is considered late. At 8:31 am the school gates are closed, and no child will be admitted unless with prior notice.

In case a child arrives between 8:20 am and 8:30 am, s/he will be greeted by the doorman and will wait at the arrival deck until 8:30 am. The children will be sent to their environments at 8:30. The classroom assistant must record all the late children on the absence sheet.

## How to join one's environment?

Children who are late are able to join their environment at 11:15 am. These children will be greeted by the doorman and taken to their environment. These children are to be considered absent on the absence sheet.

## Dismissal

The children's dismissal times are the following:

Toddler Community: 3:20 pm

Primary: 3:10 pm

Elementary: 3:30 pm

HoY: 4:30 pm / 6:00 pm

The staff must remain at the dismissal deck up to 15 minutes after dismissal time. In case a parent is 10 minutes late for pick up, the guide should call the parent to check on their time of arrival, and mention they will be leaving the child with the security agent until their arrival.

After 3:45 pm the school is no longer responsible for the children.

## Early Departure

We request from the parents that early departures be justified and the administration notified in advance. The administration is responsible for notifying the guide of an early departure.

Upon an early dismissal, both the guide or assistant and the accompanying parent must sign our pink "Sign Out" sheet and submit it to the administration.

## Assiduity

At EMC attendance is a priority and is critical to your child's academic success. EMC is a school of choice. Families who actively choose to enroll their children in EMC have opted for an educational program, with all of its rich researched-based Montessori materials, presentations and experiential learning. This cannot be duplicated outside the environment, which makes your child's daily attendance even more critical for success.



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Absence from school hurts not only the student but also the class. The success of the Montessori environment relies partly upon the strength of the learning community that is developed. When the student is not in school, s/he is missing out on critical classroom experiences, and the student's classmates are missing out on her/his contributions to the classroom community.

We will reconsider the admission of a child if s/he is absent too frequently or for a long period of time with no justification (medical note). We do request you provide a medical note – a certificate of good health – if and when your child is absent for more than two days after a contagious disease. Absences for early vacation departures are strictly not allowed, in which case the school reserves the right to disciplinary action.