

SECTION ONE – ATTENDANCE AND ABSENCE POLICIES

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School Hours

School Day Start Times

- All grades: Mondays, Tuesdays, Thursdays, Fridays at 7:50 a.m. (morning drop-off begins at 7:20 a.m.)
- All grades: Wednesdays at 8:35 a.m. (morning drop-off begins at 8:15 a.m.)

School Day End Times

Preschool dismisses based on enrollment type and carline assignment.

- Half-day dismissal: 11:45-12:00 noon
- Full-day with no older siblings: 2:35-2:50 p.m.
- Full-day with older siblings in K-2nd: 3:00-3:10 p.m.
- Full-day with older siblings in 3rd-8th: 3:10-3:20 p.m.

Late-Start Wednesdays

Wednesday classes for all students begin later to allow our faculty time for professional development. Morning drop-off on Wednesdays is from 8:15 to 8:35 a.m. The official school day begins with the morning devotion and announcements at 8:35 a.m. Students are considered tardy at 8:36 a.m.

Arrival Time

Attendance is taken promptly at 7:50 a.m. All students should be in their classroom by 7:50 a.m. to ensure accurate attendance can be taken. Students not in their classroom at 7:50 a.m. will be marked absent. Students arriving after 7:50 a.m. are considered tardy and must report to the preschool front desk to sign-in and receive an admission slip for class. Any student arriving after or leaving before 10:00 a.m. is considered absent.

Students entering school late or leaving school before the end of the day must have written parental permission and must also sign in/sign out at the preschool front desk. Parents and guardians are discouraged from checking out students early and should arrange doctor, dental, and orthodontist appointments for after-school hours.

Early Care

A complimentary early care supervision option is available to preschool and lower school students whose parents must report to work early. Parents who need to utilize early care for their child may drop off at 7:00 a.m. at Sewell Cottage. This session is provided on all regular school days but does not include breakfast. This service is not an option for families without a need for early drop-off.

Late Arrivals and Early Check-outs

Preschool students arriving after 7:50 a.m. are considered tardy and must report to the preschool front desk to sign-in. If a student leaves before or arrives after 10:00 a.m., he/she is considered absent. Students entering school late or leaving school before the end of the day must have written parental permission and must sign in/sign out at the preschool front desk. Parents/guardians are discouraged from checking out students early and are requested to arrange doctor, dental, and orthodontist appointments for after-school hours when possible. A preschool student should bring a written note to his/her teacher on the day of an appointment, specifying the time the child will be checked out. The parent or guardian should report to the preschool front desk to sign out the child from school.