

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.

Revision #1

Created 14 September 2026 10:07:00 by Admin

Updated 14 September 2026 10:46:09 by Admin