



Arrival to School Policy

Regular attendance is important for children to receive the maximum benefit from the program, to reduce separation anxieties, and to ensure program continuity for students and staff.

All children must arrive at school by 8:50 AM

In order to transition smoothly into the classroom for morning meeting and integrate into the classroom community without interruption to peers.

Having your children arrive on time helps them learn consistency and establishes important routines. A group meeting occurs each morning at arrival time where children and teachers discuss the plans for the day, share new ideas, and provide an opportunity for children to be involved in making choices as to how they will spend their morning.

We take safety very seriously at the CFDRC. Children will be dropped off and picked up at the Main Entrance where a staff member will escort them to their classroom. As required by licensing, all families dropping off children are required to sign in and out daily.

If you have a scheduled appointment and are unable to arrive prior to 9:00 a.m., a doctor's note is required and will allow you admittance into the program on or before 10:30 a.m. No child will be permitted in after 10:30 a.m. In order to minimize disruption and transitions, once a child is picked up, they may not return until the following school day. Please consider this when making appointments.

If you are unable to arrive by 9:00 a.m. daily, you must provide documentation prior to enrollment and meet with the director to discuss alternatives.

We recognize that there are times when it is not possible to get your child to school by 9:00 am. Acceptable reasons are doctor appointments, other agency appointments, and school appointments for the child enrolled at CFDRC. Please call the center in advance to notify us that your child will be arriving late. We ask that you bring in a note verifying the appointment on the day the child is late.

Any arrival after 9 a.m. may result in late arrival policy noted below.

Late Arrival Action Steps:

- The first unexcused arrival (after 9:00 a.m.) you will receive a verbal warning.
- The second late arrival, you will receive a written warning reminding you of the policy.
- After the third late arrival you will be required to have a formal meeting with the Director.
- If your child continues to arrive late, we may ask that you look into other programs which best meet your needs.

This policy is in conjunction with the Windham School Readiness Council and aligns with the attendance policies outlined by the Council.