

**KINGSTON CITY SCHOOL DISTRICT
UNIVERSAL PRE-K PROGRAM**

ATTENDANCE POLICY

It is the intent of the New York State Department of Education that Universal Pre-K slots that are funded by the New York State Program be allocated to students who will participate in the program on a **FULL-TIME basis, 5 days per week, 2 ½ hours per day. As such, a student's attendance in the program is of critical importance. Recognizing this, it is incumbent upon each contracting agency to:**

- 1. Maintain accurate attendance records for each child.**
- 2. If the agency has any child who is absent from the program for three (3) or more consecutive days, without appropriate parental/guardian notification, the agency must **IMMEDIATELY** contact the child's parent/guardian **AND** the Pre-K Program's Family Worker.**
- 3. Agency funding is based on student attendance **AND** may need to be adjusted in a given billing period (month) to reflect appropriate attendance.**