



# OLIVET ACADEMY

## Attendance and Dismissal Policies

The policies will be effective from September, 2021.

### Late Drop-off

- If a child is late due to reasons like a doctor's appointment, the parent needs to drop off the child during lunch/recess period of the child's class.
- After 7:50am is considered late/tardy. After 8:30am, please follow the late drop-off procedure.

If child needs to leave for doctor's appointment. When can they return to school?

Please check your child's classroom schedule.

LUNCH TIME RECESS TIME

35

- Parents can request to drop off at other times in special cases. The administration will reserve the right to approve or decline such requests as long as they don't disrupt the classroom's dynamic.

### Absence

- Please submit an absence note the next day when the absent child comes back to the class. The note can be downloaded from school resources page: <https://olivetacademy.org/resources/> > Absence Notice



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## Reporting absences and late drop-off:

For safety issues it is very important that you report in the Elementary Attendance & Bus Report Telegram (Instant Messaging) Chatroom if your child will be absent or late due to illness or another reason. Each day our administration staff makes sure children arrive safely to school and it is very important to hear from you if they are not coming.

Please give our administrators a 24-hour notice for absence and late drop off when possible. If not notified, it will be recorded as unexcused absence or tardiness.

## Daily Attendance Record in your child's gradelink:

		Attendance												Comments
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## Early pick up

- If a student needs to be released early for appointments, family trips, etc, parents/guardians are asked to notify the school that morning.
- The student will be taken by a staff member to the main door in elementary to wait for parents to pick up



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## **Late Pick-up Policy**

- Please make sure to pick up students on time for the dismissal time.
- If students are picked up after 15 mins of the dismissal time, \$5 fee will be added to the school fee. (Regular school day dismissal time: 2:45pm; after school dismissal time: 4:30pm)

## **Reporting Bus Change**

Parents should report any changes to their child bus placement with a 24-hour notice in the Elementary Attendance & Bus Report Telegram (Instant Messaging) Chat Room.

Make sure the administration has acknowledged your request.

It is not necessary that parents message the main teacher for bus changes as long as they have reported clearly to the administration.

This policy is subject to change based upon school guidance to ensure the optimal operations of the school community.