



NEW GENERATION MONTESSORI
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ATTENDANCE POLICY

Dear Parents,

New Generation Montessori's attendance policy is that your child is not to exceed the following number of absences in a calendar month:

Three or fewer unexcused absences; and

Ten or fewer excused absences.

Excused absences if the child's parent submits documentation of the absence in writing to our school, the documentation shows that the child is prevented from attending the school because of the following: Illness or injury of the child or the child's family member which requires hospitalization or bed rest, physician or dental appointment, infections disease, funeral or memorial service, life threatening illness or injury of child's family member, compliance with court order, special education, observance of a religious holiday or service and extraordinary circumstances that are beyond the control of the child and the child's parent.

In the event of an illness or communicable disease, please contact the school. Let us know what your child's symptoms are and how long it may be before they return.

Please remember it is required to keep your child at home if the following conditions exist:

Fever, Vomiting, Evidence of head lice or other parasites, severe coughing, infected skin patches, an open cold sore, unexplained skin rash, conjunctivitis (Pink eye), if the child is recovering from chicken pox and all areas are not completely dry, dizziness and nausea, thick yellow or green or bloody discharge from the nose, ears or eyes, evidence of infection.

There are many different circumstances to consider when determining whether a child can stay in school when suffering from sickness like the common cold. We use our good judgment and fairly and safely decide each situation on an individual basis.

If you have any additional question please do not hesitate to contact the administration.

Thank you,

NGMCA Administration

Student Name: _____

Parent Signature: _____

Date: _____