



# Manzano Day School

## Attendance Procedures

### 24-hour Attendance Line **217-0611**

Please program the number in your cell phone.

If possible, please call *before* 9:00 a.m.

#### **ABSENCES:**

Leave a message with the following information:

- Your name
- Your child/ren's name
- Your child/ren's teacher
- Briefly give reason for the absence

If you call or email the teacher about an absent student, please inform the Front Office also.

#### **TARDIES:**

- School begins promptly at 8:30 a.m.
- Any child arriving after 8:30 a.m. must report to the Front Office to receive a tardy slip to give to his/her teacher to ensure that the attendance report is corrected and recorded.
- We encourage parents to walk their child to the Front Office to sign in and pick up a tardy slip.

#### **EARLY DISMISSAL:**

- Sign your child out at the Front Office before picking up your child.
- Nothing causes more concern and fear at the school than not being able to account for a child, therefore: **You must also check out your child through the Front Office.**

***Thank you for your cooperation.***