

August, 2007

Dear Parents,

As we begin the 2007-2008 school year, I want to take this opportunity to remind you of our attendance procedures across the elementary schools in the Unionville-Chadds Ford School District, including Chadds Ford.

The school day begins at 8:55 AM and ends at 3:25 PM each day. Any student who arrives after 8:55 AM is marked tardy. Parents **MUST** walk their children into the building whenever they are tardy, so that they can sign them in at the office. This applies to all tardies; even those who are only a few minutes late. Formal notices are sent to all families whose children accumulate ten tardies. After notices are sent, I may ask parents to meet with me to discuss the tardies in greater detail. Our goal is to limit the number of late arrivals to school, for they are disruptive to the learning of all students.

In addition, I will be sending formal notices to all families whose children accumulate fifteen absences from school. Depending on the reasons for these absences, I may request a conference with parents of these students. For those children who were absent due to illness or other well-documented excuses, conferences will not be necessary.

Be sure to send in an excuse for your child's absence within **three** days of his or her return to school. Even if you call the school to report your child off from school we **MUST** have a written excuse from you to consider the absence excused. All absences that do not have written excuses on file will be marked unexcused. Feel free to use the attached form when writing your excuses. You can make extra copies or download additional copies at our school website: <http://cfes.ucfsd.org/>

Since school attendance is directly tied to academic performance, it is imperative that students come to school, on time, for the entire day whenever they are well enough to learn. We do not want you to send your children to school if they are sick. We do, however, want your children to have the best chance they can to succeed in school.

Thank you for your support and cooperation with this matter. If you have any questions or concerns, feel free to contact the school nurse or me.

Sincerely,



Mark S. Ransford
Principal