

Pacific Grove Co-op Preschool  
Pine Avenue

**ATTENDANCE POLICIES**

Our Pacific Grove Adult School Preschool operates as part of the Pacific Grove Adult School's Parent Education Program. Our weekly meetings serve as a facility for parent education and as staff meetings.

The Adult School receives ADA (Average Daily Attendance) monies from the State of California for every hour that an Adult School student is in class. YOU (not your child) are the Adult School student. For our program that means attending evening meetings and your work day at school. This ADA funds the Adult School programs-our preschool. It is for this reason the fee for a five day per week preschool program is as reasonable as it is. Your time at school is extremely valuable in many ways.

On your workday, along with the teachers, you are the staff at the school. You are needed in order for us to operate efficiently and effectively so that we may provide a warm and enriching environment for the children.

Hopefully an understanding of this will help make the responsibilities of participating in our preschool easier to meet.

BECAUSE OF THE ABOVE REASONS, THE ESTABLISHED ATTENDANCE POLICIES WILL BE UPHOLD:

1. Attendance at evening meetings is mandatory. Each family is given one excused absence per quarter. If a second absence occurs, it may be made up by working an extra day at school or by doing an extra job outside of class as assigned by the teachers. Only two absences of this nature will be allowed. There may be times when an emergency occurs. These will be considered on an individual basis. Family birthdays and anniversaries are excused absences.
2. If you cannot work on your work day, it is **your** responsibility to exchange with someone or call us to arrange a substitute at the rate of \$25.00 per day. Everyone is given a class list. Use this to see if you can trade work days with someone. You may also have a friend or relative work for you. Remember that on your work day, YOU are one of the teachers so it is very important that if you aren't able to be at school you find somebody to replace you.
3. If you are unable to work in the classroom because of outside responsibilities, you may "hire" another parent in the program to work for you at the rate of \$25.00 per day or notify us as we have a list of substitutes.

In this preschool, adult participation is essential. You are a very valuable part of the teaching team. You will see this as the year progresses.