

## ATTENDANCE

It is essential that a child attend school regularly. Absence can be a major cause of poor progress. Personal illness, quarantine, death in the family and religious holidays are the only excuses acceptable by New Jersey State Law.

Students will not be excused during the school day except for valid reasons.

**Medical, dental and other appointments should be made at times when school is not in session.**

If a student is absent, the parent should call the school nurse that morning.

Kiel School 973- 838-0611

Stonybrook School 973-838-1881

The school has a strict policy whereby the child is released only to the parent, guardian or an authorized person. Please speak with your children about not accepting rides or talking with strangers on the way to and from school. If students need to leave school early, it is necessary that a note be presented to the school office first thing in the morning so that arrangements can be made. Please understand that our policies are in place to ensure the safety of all children.

## TARDINESS

Children must learn the value of punctuality as well as set the stage for a positive, productive day.

School hours are as follows:

<b>Kiel Kindergarten</b>	<b>9:20 – 1:40 PM</b>
<b>Stonybrook Kindergarten</b>	<b>9:10 – 1:30 PM</b>
<b>Grades 1- 2</b>	<b>9:20– 3:40 PM</b>
<b>Grades 3- 5</b>	<b>9:10 - 3:30 PM</b>
<b>Pre-School (Little Sprouts)</b>	<b>9:20 – 11:50 AM (except Wed.) 12:50 – 3:20 PM</b>
<b>Junior Kindergarten</b>	<b>9:20 – 12:05 PM</b>

Organization, planning and preparation take place within the first 15 minutes of the school day.

If you drive your child, it is imperative that he/she arrives at Kiel by 9:20 and at Stonybrook by 9:10 since children arriving on buses are also coming in at this time.

If your child arrives at Stonybrook after 9:15 and at Kiel/Sisco after 9:25 he/she is considered late and has missed out on the important preparation time needed for a successful day.