

Attendance Inquiry Letter

Dear Parent/Guardian:

Our records indicate that your child, _____, has attended fewer than 60% of his/her scheduled days during the month of _____. Oftentimes absences from school are unavoidable because of illness or other unexpected circumstances. But children who consistently miss school often fall behind. They have to catch up with their classmates, or they forget material they've already learned. Attending on time, every day, is the only way to get the full benefit of attending a high quality Preschool.

This letter is your "Attendance Inquiry" letter. You'll remember that the Montgomery County Preschool Promise attendance policy states, **If your child misses more than 60% of his or her scheduled days in any two months, not necessarily consecutively, your family will lose all future tuition assistance.**

The Preschool Promise team and your child's Preschool provider are committed to helping you resolve the issues that are causing your child to be absent from school. Your provider will be contacting you to see how your family, the provider, and the Preschool Promise team can work together to ensure your child is in school every day.

If your child has attended fewer than 60% of his or her scheduled days due to an extreme illness or extreme hardship, please let your provider and 4C for Children know immediately, as these circumstances may require special consideration.

If you have any questions, please contact Tiffany Coatie at 4C for Children at (937) 723-2714.

Respectfully,

Tiffany Coatie
4C for Children

Date Sent: _____