

ECS Lower School

Absence Policy

If your child has been absent due to illness, **please be sure your child has been fever free and vomit/diarrhea free for 24 hours before returning to school.**

When your child is absent from school, his/her work may be picked up each day. If you want to get your child's work, contact your child's teacher **in the morning**. Early notice will give the teacher time to get the work together without having to take time away from instruction. The teacher will make every effort to have the work ready and in the office by 2:45. Often teachers do not have a special area class until the last hour of the day and are not able to have the work in the office earlier in the day.

Remember that all planned, extended absences **must** receive prior approval. Please submit a written request (email is acceptable) to Mr. Lee (copy your child's teacher) as soon as you know about your planned absence. If you want your child's work for the days of the absence, please request it when you submit your letter. Every effort will be made to have that work ready for your child on his/her last day before you leave. Any work that cannot be given ahead of time must be made up when the student returns.