

Tardiness-Late Arrivals Procedure

In order for your child to get the most out of the school day it is important that he or she arrives on time. Beginning next week 18.10.2021, children will need a written excuse provided by the legal guardian if he or she arrives after 08:15. If your child is late to class more than 2 times in a week and is not excused by you, he/she will have to wait in the office until the start of the next class period.

Sick Notes

Generally, all absences must be excused in writing by the parents.

On the first day of illness, the child must be excused by phone after 8:30 a.m. in the morning or by email using our email address: Director@daiheidelberg.onmicrosoft.com

Please include:

- Name of your child and class group

- Specific illness, especially if it is contagious. Please see the list below for more information). - How long is he/she expected to be out of school?

Please do not send your child back to class until he/she is well again!

A written excuse from you, the legal guardian, must be received by the school by the third day of absence. You are also welcome to use our form for your written excuse (see form attached). A doctor's note is only required in rare exceptional cases.

If your child is ill for an extended period of time or needs to be quarantined, please feel free to contact us so that we can plan together how your child can learn at home.

Notifiable illnesses

- Vomiting
- Diarrhea
- Conjunctivitis
- Mumps/goat mumps
- Whooping cough
- Scarlet fever/ other streptococcal diseases
- Chickenpox
- Rubella
- Measles
- Hand-mouth-foot disease
- Scabies
- Contagious ringworm
- head lice