

## Attendance Policy

Arrowhead Head Start will track and promote regular attendance for all children and pregnant mothers enrolled in the program.

When children are absent, without notification, staff will reach out to the parent/guardian within 1 hour of classroom start to see why the child is absent. Parents/Guardians will be contacted by text messaging. If there is no response from the parent/guardian from the text message within 5 minutes, staff will call the parent/guardian. If staff are unable to contact the parent/guardian by phone, staff will begin contacting persons listed on the child/family emergency contact list.

Continued absences, without notifications, will result in a home visit to ensure the family/child is alright.

Individual attendance will be monitored regularly to ensure and support successful participation in the program to ensure children are ready for school. Monitoring of individual and program-wide attendance will occur at all levels of program operation from the AEOA Board of Directors, Policy Council, program management, to direct service staff. Strategies will be developed to help improve attendance as necessary.

For children with serious attendance issues (i.e. families who are homeless or who have ceased to attend), staff will continue to reengage the family to offer additional support before a child is unenrolled.

Pandemic/Emergency Considerations: Should a classroom shut down due to COVID-19 (and it's variants), other health related emergencies, or any other emergency where the classroom is unavailable, children and families will have different opportunities to participate in program services including, but not limited to, virtual and at-home activities that are tracked through Class DoJo.

Additional References:  
Attendance Procedure

This policy complies with Head Start Performance Standard **1302.16**

Approved by Policy Council: 2-3-2021  
Revised: 12-8-2021

Approved by AEOA Board of Directors: 12-15-2021