

## Attendance Procedure

1. Parents/Guardians must contact the Head Start Classroom if their child will be absent, or the Home-Base Educator if they will be canceling a home visit.
2. If a child is absent from the classroom without notification staff will contact the parent/guardian as soon as possible, within 1 hour of the classroom start time to find out why the child is absent. Parents/Guardians will be contacted by text messaging. If there is no response from the parent/guardian within 5 minutes staff will call the parent/guardian. If staff are unable to contact the parent/guardian by phone they will begin contacting persons listed on the child/family emergency contact list. Staff contact efforts will be tracked in the ChildPlus attendance module.
3. Head Start classroom staff must contact the assigned Family Support Specialist (FSS) when a child has been absent for 2 consecutive days without contact. If the family does not have a telephone or other method of contact, a home visit must be made.
4. If a Home Base enrollee has missed 2 consecutive home visits without contact from the parent/guardian, then the assigned Home-Based Educator will do a home visit.
5. In the event of a planned absence, advance notice must be given by the Head Start parent. The Teacher will document planned absences as an event in the education tab of ChildPlus.
6. In the event of an extended, unexcused absence of 4 consecutive days or 3 consecutive home-based home visits a child may be dropped from the program and replaced by a child on the waiting list. However, the staff must make thorough efforts to reengage the family to work through any barriers assisting as much as is as reasonably possible. If a child is dropped, they may be readmitted when a vacancy occurs at the site, depending on their eligibility status and point ranking.
7. A child that is ill for more than 4 consecutive days in the classroom may be required to have a physician's verification to have an approved extended absence.
8. Individual attendance will be monitored through regular Site Case Management Meetings. Staff will use ChildPlus reports to identify children with moderate or severe attendance concerns. Staff will identify if the absences are reasonable or if immediate action must be taken including a family contact or an attendance warning letter.
9. Center-based children consistently attending less than 91% of the time will have an Attendance Plan created in ChildPlus. Review of individual cumulative attendance will be completed at three check points during the program year. The Attendance Plan will be reviewed with the parent/guardian at parent conferences and mid-year home visits. Children and families that are consistently and persistently missing classes/home visits

will be given as much support as managers consider to be reasonable. Families who do not work with staff to improve attendance may be dropped from the program.

10. Home Base participants consistently missing home visits will have an attendance plan put in place. Criteria for a plan is missing 2 consecutive visits or when a pattern of absences emerges.
11. Within the first 60 days of program start date and regularly thereafter, the parents or guardians of all classroom enrollees will receive a report on their child's attendance as well as information about the importance of attendance.
12. Monthly attendance will be monitored and reported to the IDT, Policy Council and AEOA Board of Directors. If program wide attendance drops below 85%, the reason for absences will be analyzed and, when necessary, strategies to improve attendance will be implemented.
13. Families will be encouraged to be on time when attending classrooms or for home visits. In cases of persistent tardiness, staff and the Program Manager will work with the family to identify any barriers the family may be experiencing and help them to improve their punctuality. Excessive and prolonged tardiness may result in a child being placed on an attendance plan.
14. A child will be counted as present, regardless of what time they leave the classroom, if they are present at the time attendance is tracked in the Child Plus system. Children who arrive after attendance is tracked will be changed to present in the ChildPlus system.
15. During pandemic or other emergency related classroom closures, enrollees will be provided with alternative learning opportunities such as virtual classroom activities and at-home learning packets. The child and family's participation will be monitored and tracked.