

**Youth Development, Inc.
Early/Head Start
Program Design & Management**

Policy Number: **Effective Date:** 07/25/09 **Page 1 of 2**

Agency Approval Date: **Policy Council Approval** **Governing Board**
06/17/09 **Date:** 07/25/09 **Approval Date:**
Reviewed: 9/2010, 08/2013

COMPONENT: Program Design & Management (1305.8)

SUBJECT: Attendance Policy for Parents

PERFORMANCE OBJECTIVE: All families must maintain regular attendance in Head Start and in Early Head Start. YDI staff will support families in identifying barriers to regular attendance and will initiate supports as appropriate. If families are not able or willing to participate, another child on the wait list will be given the opportunity to attend the program.

PROCEDURES:

YDI Early/Head Start believes that consistent and regular attendance in our program greatly benefits your child as well as your family. When it is necessary for your child to be absent or late, please notify the center staff by telephone and/or a note as soon as possible. In fact, our federal grant requires that we maintain a minimum of 85% average daily attendance. Your help is needed to meet this goal!

If your child is enrolled in a full day program and misses more than three (3) days in any given month, his/her average daily attendance has fallen below the required Federal mandate of 85%. If your child is enrolled in a double session or part day option and misses more than two (2) days per month, then his/her attendance rate is below the required Federal mandate of 85%. Establishing a consistent daily routine gives your child security and helps build a relationship between the classroom and home. Children who come late to school may miss meals and activities. For these reasons, children are expected to be at school on time and attend the full class session. You are encouraged to make appointments for your child outside your child's class time.

You will receive daily arrival and pick-up times based on the program option your child is enrolled in (full-day, part-day or double session).

If your child's absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, his/her absences result from other factors, including temporary family problems that affect his or her regular attendance, the program will initiate appropriate family support procedures for all children with three or more consecutive unexcused absences. These procedures include a telephone call from your child's teacher to determine the reason(s) for the absence and if no contact was made by the fourth day, a home

visit will be conducted by your Service Specialist and an attendance plan will be developed to help your family establish regular attendance. The attendance plan will include: 1) Identifying reasons for your child's absence, and; 2) a specific plan and date for the establishing regular attendance.

Should your child's absences continue or become chronic and/or interferes with his/her ability to benefit from the program, he/she will be withdrawn and his/her slot will be considered a vacancy. If your family needs extended leave from the program, please submit an explanation in writing to your Service Specialist and/or Center Director as soon as possible to see if you qualify for extended leave. They may be able to help you problem solve. We may have to disenroll your child and re-enroll him/her when they are able to return.

I agree to bring my child to Head Start/Early Head Start on a daily basis. I understand that excessive absenteeism will result in disenrollment.

Parent's Signature

Date

Staff's Signature

Date