

CENTER BASED ATTENDANCE PROTOCOL

Category:

Regulations: § 1302.16 Attendance

Activity/Steps:

Promoting regular attendance:

We will track attendance on the Classroom Attendance Summary Sheet and in ChildPlus to ensure children are safe and ensure that families are receiving information about the benefits of regular attendance through newsletters, site bulletin boards, ChildPlus Reports, Family Outcome Goals, and ChildPlus Reports.

1st day child is absent within an hour of program start time and parent has not called us to give us reason why they are absent; staff will contact family as close to that hour of program start time. (Attendance phone call is 2nd in priority after active supervision).

Family advocate, teaching staff, or office staff will call parents

- Family Advocate may send a ChildPlus Text message after they have made a phone call letting parent know they are trying to get a hold of them regarding attendance and leave a phone number to call you back.
- Document all effort or communication between parent regarding attendance in the Attendance Tab in ChildPlus.
- Mark the correct code on the Classroom Attendance Summary Sheet (Family Support #12).
- Mark the correct code in ChildPlus (Entry Express -> Attendance -> Site -> Classroom -> Date).

<p>2nd consecutive day child is absent and parent has not called us to give us reason why within an hour:</p>	<p>Family advocate, teaching staff, or office staff will call parents</p> <ul style="list-style-type: none"> ● Family Advocate may send a ChildPlus Text message after they have made a phone call letting parent know they are trying to get a hold of them regarding attendance and leave a phone number to call you back. ● Document all effort or communication between parent in the Attendance Tab in ChildPlus. ● Mark the correct code on the Classroom Attendance Summary Sheet (Family Support #12). ● Mark the correct code in ChildPlus (Entry Express -> Attendance -> Site -> Classroom -> Date). <p>Family Advocate will notify Assistant Center Manager/Center Manager of attendance problem.</p> <ul style="list-style-type: none"> ● Manager and FA will put family on action plan for attendance (Family Support #8). ● FA will share plan with teaching team, so everyone is aware of plan. <p>Family advocate or teaching staff will go to the home as soon as is possible that day.</p> <ul style="list-style-type: none"> ● Share and complete action plan with parent ● Document any effort or communication between parent in the Attendance Tab in ChildPlus. ● Mark the correct code on the Classroom Attendance Summary Sheet (Family Support #12) ● Mark the correct code in ChildPlus (Entry Express -> Attendance -> Site -> Classroom -> Date). <p>If family was not home, staff will leave a copy of attendance letter (Parent Letter #3) informing family that child may be waitlisted. Family Advocate will send attendance letter home informing family that child may be waitlisted. File a copy in child's file.</p>
<p>3rd consecutive day, if still no family contact with parent:</p>	<p>Family advocate or teaching staff will continue to attempt to communicate with family, if possible, staff will go out to the home one more time.</p> <p>Center Assistant Manager and Eligibility and Program Governance Content Specialist will review each individual case to determine if waitlist is necessary.</p>
<p>If family is to be waitlisted: Will be waitlisted and accepted back into program upon point system and slot availability. If they decided to return <u>within the same program year</u>: If family decides to come back that program year, once they are waitlisted, they DO NOT re-verify income. If they decided to return <u>after the program year is over</u>: they must re-verify income.</p>	
<p>Severe Absenteeism</p>	

If staff begins to notice severe Absenteeism, Family Advocate will connect with Assistant Center Manager/Center Manager. After 60 days, FA's are to run report 2306 – Participant Attendance Percentage (Grid). This report will help identify children with patterns of absence that put them at risk of missing 10% of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

Family Advocate will have a meeting in person or via phone regarding attendance policy and requirements (we must have minimum individual 90% attendance).

- o Find out what is preventing child from having successful attendance.
- o What can we do to help family bring up attendance?
- o Transportation issues?
- o Family situation?
- o Health issues?
- o Staff will give guidance and resources to help bring up attendance.
 - Contact managers or content specialist if you need guidance on how to individualize and follow-up for each family.
- o Document the meeting on an Attendance Action Plan (Family Support #8)
- o Document attempts or communication with parent on the Family Staff Contact Log.

If child ceases to attend:

If child suddenly stops attending and if the child's attendance does not resume after all the above procedures have been followed, then the child will be dropped and put on the waitlist and the slot will become vacant and be filled as soon as possible within 30 days.

*Assistant Center Manager/Center Manager will keep Eligibility and Program Governance Content Specialist up-to-date on attendance and absenteeism.

*Family Advocate will take the main roll on attendance and severe absenteeism, but teaching staff will help in case FA is out or needs assistance.

*Once you have reached the parent, and you know the reason of why child is absent, no need to continue with further steps (unless it becomes a case of severe absenteeism). Go back and update the absent reason codes on the Classroom Attendance Summary form and in ChildPlus.

Migrant Seasonal Head Start only:

The nature of program hours of operation may vary by site and may change during the season. Due to this nature, the first two weeks center staff must do attendance check by 8am and begin to call parents of children that are unexpectedly absent within an hour. Once drop-off pattern has been established by family, then staff can individualize and call parents of children that are unexpectedly absent for their typical start time.

Attendance Reports Shared with the Policy Council and Board of Directors	ChildPlus reports will be shared with the Policy Council and Board of Directors to make ensure there is not a systematic program attendance issues. The program will use attendance data if site monthly average daily attendance falls below 85% to make changes in a timely manner.
Supporting Attendance of Homeless Children:	<ol style="list-style-type: none"> 1. If a program determines a child is eligible under homelessness, it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements. 2. If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.
Family Leave of Absence Agreement	<ol style="list-style-type: none"> 1. In the event that families request an extended amount of time off from class, they will be required to fill out a Family Leave of Absence Agreement (Family Support #10). In order to remain in compliance with all federal requirements and to encourage the family to keep at least 90% attendance, leave request will only be approved for maximum 2 weeks total. 2. If there is a request of longer than two weeks, the request must be approved by the Eligibility & Program Governance Content Specialist and/or the Head Start Director. Prior attendance record, special needs (medical, family emergency, etc.), and the reason for the request will all be taken into consideration before a decision is made. Failure to return on the specified date will result in the child being removed from active satus to that of being placed on the waitlist. Center managment will keep copies of all Family Leave of Absence Agreements. 3. All Family Leave of Absence Agreements, regardless of the length of time, will be submitted to the Eligibility & Program Governance Content Specialist for tracking and will forward on to content team for communication.
Attendance Scanning Process:	Please refer to Attendance and Mealtime Scanning Protocol