

## ATTENDANCE POLICY & ATTENDANCE AGREEMENT

**POLICY:** After 3 unexcused absences, the family must be contacted by the Specialist/Teacher within three days to: 1) determine why the unexcused absences occurred, 2) identify attendance barriers and problem-solve solutions, or, 3) determine that an enrollment vacancy exists.

**PROCEDURE:** Steps to implement this process are;

1. The Specialist/Teacher will notify the Center Supervisor of a family's non-attendance after 3 "no shows".
2. The Specialist/Teacher will communicate to the parent verbally (by phone or in person) that the family will need to make a commitment to continue with the program and if another "**no show**" or non-valid cancellation occurs within the next month they **may** lose their place and be dropped from the program. The Specialist/Teacher will make it clear to the family that participation is a choice of the family and that they can choose to not participate as one of their options.
3. If the family does not have a phone, the Specialist/Teacher will leave a note at the family's residence stating that the family needs to contact the Specialist/Teacher within one week if they have a desire to continue participating in the program or they will be dropped from the program. A specific date will be written on the note by which the family needs to make contact. If the family does not respond by this date, the Specialist/Teacher will inform their Center Supervisor, and the Supervisor will contact the Early Head Start office to inform them of the situation. The Early Head Start office will review the situation and make the final decision to drop, or not to drop, the family.
4. The Specialist/Teacher will **document** all efforts to contact the family in GE case notes under "Attendance".
5. The Specialist/*Teachers* will meet with the family and explore barriers to attendance and strategies to overcome these barriers. An **Attendance Agreement** (see following page) will be implemented.
6. If the family continues a pattern of "no shows" or non-valid cancellations, the Specialist/Teacher will inform their Center Supervisor and the Supervisor will inform the Early Head Start Office. The Early Head Start Office will make the decision to drop the family.
7. The Early Head Start Office will send a letter to the family's residence officially informing the family that they have been dropped from the program. A copy of the letter will be filed in the Child File at the Office.

**Policy Council Approval:** March 2003