

0-5 Attendance

Policy/Approach:

Children who attend daily and on time experience better outcomes than those who do not. We encourage families to arrive on time each morning so that children may be included in the daily transition process and other morning routines, which prepare the child for that day's educational experience.

We support each pregnant woman and child's successful, regular attendance in Southern Oregon Head Start programs and provide individualized comprehensive service plans when special circumstances occur that interfere with regular attendance.

Attendance will be carefully monitored to ensure vacancies are identified and filled promptly within 30 days.

Head Start Program Performance Standards:

1302.16(a)-(c)—Attendance

Procedure:

1. Daily Attendance & Child Safety

Primary Owner: Family Advocate (FA)/ Area Assistant (AA)/Other Staff as Assigned
Support: Site Manager (SM)

- Area Assistants, or other assigned staff, will ensure accurate absence documentation daily for each child via parent/guardian sign-in, parent reported absences through the system app, or phone call directly to the center.
- If a child is unexpectedly absent and no family contact has been made:
 - FA will identify all children without reported absences
 - FA will check call logs, playground chat, etc. for reported absences.
 - FA attempts to contact the family **within 1 hour** of program start time
 - If FA is unavailable, staff will refer to the attendance call delegation list for the next staff person responsible for making calls.
- Absences reasons, and/or contact attempts are documented
 - FA will document completed calls & outcome of contact
 - If contact is made, absence reason can be updated by recording an absence for that day.
 - If no contact is made, document contact attempt.

2. Daily Attendance & 3 Consecutive No Call No Show

Primary Owner: Family Advocate & Site Manager (SM)

Compliance Oversight: Site Manager

- Center staff will utilize reports to identify children with 3 consecutive days of no call no show and no contact. When identified:
 - FA will make one more contact attempt via phone. Additional contact methods such as email or playground chat may also be used.
 - If no contact is made, FA initiates a direct contact attempt, including a home visit (or equivalent) by the end of the 3rd day.
 - A notice is left for the family informing them of the need to re-engage to maintain enrollment
- FA documents the direct contact attempt and tracks a **3 calendar** day timeline
- Site Managers will monitor that direct contact has been made and documented after 3 consecutive no call no show, or that a drop is submitted 3 calendar days after post card is left.

If there are barriers to completing any of the steps above, please reach out to your Site Manager and/or Family Services supervisor.

3. Attendance Patterns & Initial Family Outreach

Primary Owners: Family Advocate (FA)

Support: Site Manager (SM) & Family Services Supervisor

- Each week staff will utilize reports to identify patterns of absence and any children that have missed a total of **10 school days**-putting them at risk of missing 10% of total program days.
 - A standardized attendance letter is provided as an initial outreach to the family
 - The letter serves to:
 - Reinforce the importance of regular attendance
 - Communicate program expectations
 - Invite families to connect if support is needed
- An Attendance family goal is created to document that the letter was sent.
- Attendance will continue to be monitored weekly

4. Chronic Attendance Support (Attendance Plan)

Primary Owner: Family Advocate (FA)

Oversight: Site Manager (SM) & Family Services Supervisor

- Each week staff will utilize reports to identify patterns of absence. If a child reaches a total of **14 days accumulated absences**, FA will:
 - Connects directly with the family to develop an **attendance goal** with the family that includes:
 - Identification of barriers
 - Defined strategies and timeframe
 - Additional supports
 - As part of this process Families may be required to meet with program staff or management to support re-engagement
- The attendance plan is documented as benchmark steps in the existing attendance goal.
- Progress is monitored and documented in the attendance goal.

5. Attendance Consults

Primary Owner: Family Advocate (FA)

Oversight: Site Manager

- Each week staff will utilize reports to identify patterns of absence. If a child reaches a total of **20 days accumulated absences**, FA will:
 - Submit a consultation request form
 - Next steps and strategies will be determined case by case based on consultation.

No child can be dropped due to attendance concerns without consultation and approval from the 0-5 Director.

6. Modified Services & Extended Absences

Primary Owner: Family Advocate (FA)

Support: Teaching Staff, Site Manager (SM), Area Assistants

Approval: Program Leadership (FSM, Education Manager, 0-5 Director)

When a family anticipates ongoing schedule changes or a planned absence, the Family Advocate (FA) will meet with the family to discuss:

- The reason for the absence or need for modified services
- The expected duration
- The agency approved plan for alternative services, as well as any additional support needed.

Alternative services **must** include, but are not limited to:

- Weekly phone call check in with Family Advocate

- Minimum of 1 educational activity provided for **each missed school day** to support the child's learning at home, provided by teaching staff.

If the family agrees to participating in alternative services:

- The FA will submit the "Alternative Services for Absences & Modified Schedules" form
- Absences occurring during the approved absence timeframe or approved modified schedule will NOT count against the child's total attendance.

For absences of 8 school days or fewer:

- Management approval is NOT required
- The FA will create a Modified Services Goal
- The FA will notify the center team
- Family Services will update the child's schedule to reflect the approved absence

For absences longer than 8 school days, or for long term changes to a child's schedule:

- Management approval IS required
- Once center team is informed of the approval:
 - FA will create a Modified Services Goal
 - Family Services will update the child's schedule to reflect the approved absence.

Service Delivery

- Teaching and Family Services staff will provide the alternative services and supports outlined in the approved plan.
- Staff will document services and supports provided through a goal follow-up note **each week** services are provided.
- Attendance and participation will be monitored to ensure:
 - The approved plan is being implemented and documented
 - The child returns as expected at the end of the approved absence period

If the family is unwilling or unable to participate in alternative services, the child will be marked absent during that period and will be subject to the chronic poor attendance process if applicable.

7. Program Monitoring & Enrollment Management

Primary Owner: Site Manager (SM)

Attendance Monitoring & Data Review

- Attendance data for each child and center is reviewed regularly through weekly and monthly reports
- Department Leads and Site Managers are responsible for reviewing attendance data to ensure:
 - Appropriate support is being provided
 - Documentation is complete
- Attendance concerns are addressed each week within Site Managers weekly reports
- Attendance trends and action steps are reviewed with staff during center meetings
- Area Assistants, Cooks & Site Managers will review attendance weekly to ensure accurate documentation of absences and meal counts. *Please review the Meal Count procedure for further guidance.

Program-Level Monitoring

- If center attendance falls below 85%:
 - Causes of absenteeism are analyzed
 - Strategies are implemented to improve attendance