

 Policy #: ERSEA-6	Effective Date:	Page #: 1 of 2
Ref #: 1302.16	Policy Council Approval Date:	

COMPONENT: ELIGIBILITY, RECRUITMENT, SELECTION AND ENROLLMENT

SUBJECT: ATTENDANCE

PERFORMANCE OBJECTIVE:

The program promotes regular attendance for enrolled children.

POLICY AND PROCEDURE:

The program tracks the attendance of each enrolled child.

If a child is unexpectedly absent and parent has not contacted the program within one hour of program start time, teaching staff will attempt to make contact with the parent to ensure the child's well-being.

The program promotes child attendance:

- a) Provides parent with information about the benefits of regular attendance
- b) Supports families to promote the child's attendance
- c) Conducts a home visit or make other direct contact with a child's parents if a child has a multiple unexplained absences (such as three consecutive absences with no contact); and,
- d) Within the first 60 days of program operation, and on-going thereafter, uses individual child attendance data to identify children with patterns of absences that put them at risk of missing 10% of the program including direct contact with parents.

After 3 days of unexcused absences reasonable efforts will be made to help support the child's attendance and to reengage the family. If the child's attendance does not resume, the child's slot will be considered vacant. After the 3rd absence with no contact a home visit will be attempted. All efforts will be documented in ChildPlus.

If the program's monthly attendance rate falls below 85%, the program analyzes the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.

The program will analyze children's attendance, determining patterns of absences for each child including reasons for absences as well as the number of absences that occur on consecutive days.

When a child has been enrolled for a center but has never attended by the 4th day after the first scheduled day of attendance and no contact is made with the family, that slot will be considered vacant.

The program supports homeless children by allowing the child to attend 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.

Homeless children that are experiencing homelessness and are unable to attend classes regularly because the family does not have transportation to and from school, the program will assist families with locating resources to provide transportation for their child, to the extent possible.