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<b>Ref #: 1302.16</b>	<b>Policy Council Approval Date:</b> 07/28/2020

**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 the 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. **If the teaching staff cannot make contact, they will notify the Family Advocate for assistance.**

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 two 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 program **day per year and develop appropriate strategies to improve attendance among identified children** including direct contact with parents, **or intensive case management, as necessary.**

After the 2<sup>nd</sup> absence with no contact a home visit will be attempted. All efforts will be documented in ChildPlus. **If a child ceases to attend, reasonable efforts will be made to help support the child’s attendance and reengage the family. If the child’s attendance does not resume and no contact has been made after a two week period, the child’s slot will be considered vacant. This is not an expulsion as described in 1302.17.**

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 **classroom and individual** child'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. **The program uses data to make necessary changes as part of ongoing oversight correction as described in 1302.102(b).**

When a child has been enrolled at 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 **60** days, as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. **The program works with the family to get the child immunized as soon as possible in order to comply with state licensing requirements.**

Homeless children that are experiencing homelessness and are unable to attend classes regularly because of 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.

***\*If a child has an extended or frequent absences due to COVID-19 related concerns and the family attests that the child will return to the program, HRHS will not consider the slot a vacancy.***