

Attendance Policy

Policy ID: NENCAP HS-PO7

Board Approval Date: 7/9/20

Policy Council Approval Date: 7/16/20

Effective Date: 8/1/20

Performance Standard: 1302.16 Attendance

The Attendance Policy has been loosened during this pandemic outbreak. However, it is still very important to keep staff at your center notified as to the reason why your child will not be attending.

Purpose:

The program will track attendance for each child and implement strategies to promote attendance. All attendance will be tracked in myHeadStart by designated staff.

Procedure:

Arrival and Dismissal:

Children should arrive at their scheduled class time and no earlier than 15 minutes. Designated staff will greet each family in the parking lot. Families are encouraged to remain in their vehicle until temperatures have been taken and they have answered a series of screening questions. If anyone in the family/vehicle has symptoms upon arrival, the child will be excluded from the center.

Staff will not release a child to any unauthorized person, a person unknown to the staff will be asked to provide photo identification; Staff will not release a child to any person under the influence of alcohol or drugs.

Children will be dismissed the same way as arrival.

Absences:

All absences will be documented in myHeadStart.

If the parent does not contact the school, within one hour, the staff will take the following steps to document absences:

- a. Staff will contact the parent.
- b. Staff will document the absence in myHeadStart.
- c. A child's position in the program may be dropped from the program. Each situation may be considered on a case by case determination.

Moderate chronic absenteeism is defined as missing 10 percent of class days and severe chronic absenteeism is defined as missing 20 percent of class days.