

## **Head Start Attendance Policy**

Attendance for HS is tracked using the attendance tab in our agency tracking system, Child Plus. If a child is absent, and the teacher has not been notified as to the reason for the absence beforehand or within the first hour of center, the teacher will attempt to contact the family. The reason for the absence will be documented in Child Plus.

Information will be provided to parents at orientation and throughout the program year via parent meetings and newsletters about the benefits of regular attendance at center. Teachers will notify their Family Advocate when a child has been absent two consecutive days with no explanation. The Family Advocate will contact the family and conduct a home visit if necessary to determine the reason for the absence and encourage attendance. The Family Services Manager will monitor monthly attendance. Children who are considered chronically absent which is two or more times in one month will be contacted by their Teacher or Family Advocate to provide education and family support to increase the child's attendance. Managers will be consulted and provide additional support to families as needed. All interactions with families regarding attendance will be documented in Child Plus. If a family chooses not to send their child to center, even after attempts have been made to re-engage the family, they will be considered a drop and be replaced by the next eligible child on the waitlist.