

## **ATTENDANCE POLICY FOR COMBINATION/CENTER BASE/HOME BASE/FAMILY CHILDCARE**

**PURPOSE:** UMCHS, Inc. works to ensure that the program maintains an acceptable percentage of children attending class on a regular basis and to reinforce to parents the importance of consistent education for their children. We strive to provide quality and consistent education services to children which provide the greatest amount of time allowable for them to develop important skills that prepares them for subsequent educational years. We believe that the parent is the primary teacher of their child and we use the home visit opportunity to enhance parent skills and to support them in that role.

### **PROCEDURES FOR CLASSROOM AND HOME VISIT ATTENDANCE**

**PROCESS for ATTENDANCE MONITORING:** Classroom and home visiting staff will monitor classroom attendance on the attendance sheet and in Childplus. Staff will provide families with information regarding the importance and benefits of regular attendance. In the event that a child and/or family develops a pattern of classroom and/or home visit absences staff will support families in identifying barriers and possible solutions to resume consistent attendance. Attendance will be monitored beginning the first week of the program school year and reviewed by applicable content managers as well as the Family Engagement Director and the Education/Disabilities Director on a weekly basis for individual, classroom, center, and agency trends. Children who are at risk of missing more than 10 percent of the scheduled program days per year will be addressed accordingly with input from applicable management and administrative staff with input from the teacher/home visitor.

The Education Disabilities Director and the Family Development and Engagement Director will monitor overall attendance to ensure monthly classroom and agency attendance does not fall below 85%. In such case that overall attendance falls below 85% patterns of absenteeism will be analyzed to identify appropriate courses of action to address absenteeism.

UMCHS will support children who qualify as or who become homeless based on the McKinney-Vento Act and UMCHS selection criteria. Children who meet at least one of these criteria will allow children up to 90 days of enrollment to obtain immunization records. Staff will support families in this process to help them obtain these records. When a child who meets the homeless criteria has a pattern of absenteeism emerge staff will support the family to identify existing barriers and to access appropriate resources in the community such as transportation.

**PROCEDURE:** The procedure for developing attendance plans for children and/or families is as follows:

### **COMBINATION CLASSROOMS**

1. Classroom Attendance (2 days per week)
  1. Education staff must contact parents to identify the reasons for absence **as soon as a child misses class** for any unknown reason and contact made with the family by the end of the current day.
  2. When a child misses class for three consecutive school days as an unexcused absence or

has established a pattern of inconsistent attendance, excused or unexcused (within a month or as the problem arises,) education staff will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.

3. After an attendance plan is developed, immediate and continuous attendance will be expected within reason and according to the expectations on the Attendance Plan.
2. Home Visit Attendance (2 home visit per month)
  1. After one regularly scheduled home visit has been missed and the home visitor has made three attempts then education staff will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
  2. The agreed upon plan will indicate how the attendance concern will be resolved by a mutually agreed upon date and the missed home visit will attempted to be made up to complete the required number of visits for the program model.
3. Using the Attendance Plan Form:
  1. Classroom: Develop a plan to include regular attendance, beginning immediately with a follow-up review scheduled for 2 weeks from the date the plan is developed. At the two week follow-up: If attendance has not improved and is chronic, the family may be dropped from the program. If improvement occurs, continue with the present plan with the following Plan of Action - If 3 consecutive classroom days are missed in the future with no contact from parent or if an irregular attendance pattern reoccurs the child may be dropped. When necessary to drop a child/family due to chronic attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.) Classroom attendance plans will be inputted in Childplus.
  2. Home Visit: If the family misses two home visits (2 months, 6 attempts) without prior contact with home visitor the family may be dropped from the program. When necessary to drop a child/family due to chronic home visit attendance problems, the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.)

#### **HOME BASE PROGRAM** (1 home visit per week and 24 socialization sessions annually)

1. Home Visit

After two consecutively missed home visits the Home Base Teacher will develop a plan with the family utilizing the **Attendance Plan** to make up the missed home visits and resolve the attendance concern.
2. Socialization Periods

After two consecutively missed socialization periods the Home Base Teacher will develop a plan with the family utilizing the **Attendance Plan** and resolve the attendance concern.
3. Using the Attendance Plan Form
  - a. Home Visits: Develop a plan to include regular attendance, beginning immediately, with a follow-up review scheduled for 1 month from the date the plan is developed. At the one month follow-up: If no improvement in attendance occurs the family may be dropped from the program. If improvement occurs continue with present plan with the following Plan of Action - If 2 home visits are missed in the future, with no contact from parent, the family may be dropped. When necessary to drop a child/family due to chronic home visit

attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.)

- b. Socialization periods: Families are encouraged to participate in socialization opportunities. When families experience barriers to attendance staff will develop a plan to work through the challenges so that a family will be able to attend socialization opportunities and provide any necessary resources or supports.

## **CENTER BASE, FULL DAY/FULL YEAR AND FAMILY CHILD CARE**

### 1. Classroom Attendance (Center Base - 4 days a week)

- a. Teaching staff must contact parents to identify the reasons for absence **as soon as a child misses class** for any unknown reason and contact made with the family by the end of the current day. In full day programs the teacher will notify the family advocate of all attendance issues.
- b. As soon as a child misses class for three consecutive school days as an unexcused absence or has established a pattern of inconsistent attendance, excused or unexcused (within a month or as the problem arises,) the Child & Family Advocate will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
- c. After an attendance plan is written immediate and continuous attendance will be expected within reason.

### 2. Classroom Attendance (Full Day & Family Child Care – up to 5 days per week)

- a. Families provide the center a work/school schedule during which time their children will be in attendance at the center (as a rule.)
  - b. Teaching staff must contact parents to identify the reasons for absence **as soon as a child misses class** for any unknown reason. In full day programs the teacher will notify the family advocate of all attendance issues.
  - c. As soon as a child misses class for three consecutive school days as an unexcused absence or has established a pattern of inconsistent attendance, excused or unexcused (within a month or as the problem arises,) the Family Advocate will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
3. After an attendance plan is developed immediate and continuous attendance will be expected within reason. Classroom attendance plans will be inputted in Childplus.

### 2. Home Visits (2 home visits per year) all options

When families have difficulties participating in all education and social service home visits staff will work with the family to identify and problem-solve challenges or barriers and provide necessary resources or supports.

### Using the Attendance Plan Form

Classroom: Develop a plan to include regular attendance, beginning immediately, with a follow-up review scheduled for 2 weeks from the date the plan is developed. Ensure that changes in attendance are not directly related to a change in work/school schedule. At the two week follow-up, if a chronic attendance problem continues with no improvement, the family may be dropped from the program. If improvement occurs continue with present plan with the following Plan of Action - If 3 consecutive classroom days are missed in the future, with no contact from parent, or

if a chronic and/or irregular attendance pattern reoccurs the child may be dropped. When necessary to drop a child/family due to chronic attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.) Classroom attendance plans will be inputted in Childplus.

## **PROCEDURE FOR ADDING/DROPPING CHILDREN**

Children who have been identified of having a chronic absenteeism (at-risk of missing more than 10% of the program year) issue will be supported to the fullest extent possible for staff to identify barriers, access supports and resources, and partner with parents to improve classroom and/or home visit attendance. However, if attendance cannot be improved after an attendance plan (see attendance plan procedure) or additional efforts have been made by staff a child and/or family may be considered a drop from the program. In such cases the teacher/home visitor/family advocate will contact or attempt to make contact with the family to discuss the issue and notify them of a potential loss of services. If after a determined amount of time (according to attendance plan or other notification in the event an attendance plan cannot be developed) staff will consult with the Education Manager. If after review a determination by the Education Manager is made that a chronic absenteeism issue has arisen with minimal progress being made according to a developed attendance plan or attempts to contact the family then the Education Manager will make a recommendation that the be considered vacant at the approval of the Family Engagement Director.