

Attendance and Tardiness Policy

Performance Standards 1302.16

(a) *Promoting regular attendance.* A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

Procedure: These procedures include family and staff responsibilities for implementing the Doña Ana County Head Start attendance policy requirements:

- Assigned center staff will record the daily attendance of each child and prepare the monthly center attendance report for monitoring and follow-up.
- Families of children enrolled in the program are required to contact the center staff if their child will not be attending classes. It is recommended parents provide the cause of absence.
- It is the responsibility of the teacher or designated staff person to seek out the cause of absence when the information is not volunteered.
- Center staff will contact parents/guardians through text, email, phone contact (home, work or emergency contacts), correspondence, home visits or emergency contacts

(b) *Managing systematic program attendance issues.* If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

Procedure: Doña Ana County Head Start staff will:

- Provide information about the benefits of regular attendance.
- Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and work with the parents/guardians to improve attendance by providing resources, case management services
- Strong communication with your Family Outreach worker and/or Teacher is key to help the program keep us informed of your child's absences.
- We understand children under age 5 are typically absent due to illness, and that is acceptable. We get concerned, however, when a child is chronically absent.

Tardiness: Your child's tardiness impacts his/her learning and the routine of the classroom. All children enrolled must be at the classroom within ½ hour of their starting time to be accepted to the classroom.