



Attendance Contract

The following has been a chronic attendance concern: _____

Plan to continue enrollment at Head Start: _____

In order for your child to be enrolled in Head Start, it is necessary for you to be aware of the attendance concern, Shasta Head Start Attendance Policy, and understand that if this issue continues, your child will not have a secured enrollment slot within the program.

Definition of Excused Absence: "An illness or emergency beyond the family's control which prevents the child from attending class. Parents must contact Shasta Head Start on or before the absence to confirm the absence as excused. Families may pre-excuse an absence such as events of travel, Doctor, or Dental appointments. Pre-approval is given on a case-by-case basis and request for excused absence may be denied.

Definition of Unexcused Absence: "An absence other than illness or emergency beyond a family's control." No shows, without parent notification, may be considered unexcused.

I, _____ understand that if the above attendance issue occurs again, my child's enrollment slot will be made available to another child.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Staff Signature _____ Date: _____

Staff Signature _____ Date: _____

Staff Signature _____ Date: _____