

CENTER BASE ATTENDANCE POLICY

Regular, on-time attendance is crucial for children to be well prepared for success in kindergarten and beyond. Regular attendance, 90% or above, is an expectation of participating in the SHS program. Parents **must** notify SHS when a child will be absent due to illness or other emergencies. SHS staff will work with parents in a positive and proactive way to promote regular attendance.

Excused Absences:

- An excused absence is an absence due to illness, medical/dental appointments, or emergency (including natural disasters and power outages).
- Parents may ask that absences due to travel be excused. Approval is granted on a case-by-case basis.
- Parents must contact Shasta Head Start on or before the absence to confirm the absence as excused.

Best Interest Days:

Each student is allowed ten (10) “best interest of the child” days per program year for the following reasons. Best interest days are considered excused absences.

- Vacation
- Bereavement/funeral
- Cultural/religious celebration
- Bonding time with family
- Other family occasion (for example parent graduation)

Unexcused Absences:

- An unexcused absence is an absence not due to illness, emergency or medical/dental appointments.
- “No Shows” without parent notification are considered unexcused absences.
- All unexcused absences and explanations will be documented on the **Attendance/Meal Count Record** and entered into ChildPlus.
- A total of five (5) unexcused absences, two (2) consecutive unexcused absences or chronic attendance concerns may result in an Attendance Study Team (AST). During the AST, SHS staff will work with you to:
 - Provide education about the benefits of regular attendance.
 - Identify the reasons for the absences and possible solutions to overcome challenges.
 - Create an **Attendance Contract** and identify a date for establishing consistent attendance.
- Examples of chronic attendance concerns include, but are not limited to, the following:
 - Child chronically arriving late for school or childcare.
 - Chronic non-compliance with contracted hours.
 - Child chronically being picked up late from school or childcare.



Withdraw from the program:

- If consistent attendance cannot be established by classroom participation, families will be withdrawn from the program only when they are unwilling or unable to participate.
- If all attempts to communicate with the family have failed using phone, letter, text message, or visit to the home, the family will be withdrawn from the program after thirty (30) consecutive days of no contact, this is considered "Abandonment of Care".