

HOME 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.

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 home visit record.
- A total of two (2) consecutive unexcused absences may result in an Attendance Study Team. If the family is unwilling to participate, the slot will be considered open for enrollment.
- Examples of chronic attendance concerns include, but are not limited to, the following:
 - Missing two or more consecutive home visits.
 - Very frequently rescheduling regular home visits.

Withdraw from the program:

- If consistent attendance cannot be established by home visit participation, families will be withdrawn from the program only when they are unwilling or unable to participate.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to communicate with the family have failed using phone, letter, text message, or visit to the home, the family will be withdrawn from the program after thirty (30) consecutive days of no contact.