

Attendance Policy and Procedures

PHLpreK and PKC



ATTENDANCE

Federal, state and local regulations specify a grantee's responsibility to maintain at least 85% average daily attendance and drops below this percentage must be investigated. The Y acknowledges the importance of school attendance for pre-k children and strives for 100% attendance, which means supporting families in bringing their children to school every day. As such, monitoring strategies have been established and implemented.

ENROLLMENT – please also see the Enrollment/Wait List Resource

- Children are considered enrolled once a completed packet has been submitted, entered into ChildWare/COPA/TREC and the enrollment has been approved by the funding source.
- Families shall be notified of their enrollment into the program within 24 hours of approval.
- Child shall begin attending within 7 days of notification of enrollment.

RECORDING & MONITORING

- Each teacher maintains an individual daily record of attendance for each child using a family sign in/out sheet and Tadpoles.
- Families are to sign their child in/out each program day on the classroom sign in/out sheet. Families shall indicate the time of drop off/pick up with their signature.
- Attendance is taken by the teacher each day in Tadpoles and any absences, late arrivals or pickups are noted on the daily record.
- Attendance is then entered into COPA/PELICAN/ChildWare weekly.
- Individual child attendance data will be used to develop strategies/plans to support families.

ABSENTEEISM

- The Pre K program disseminates two letters to all families, at the beginning of the enrollment year and mid-year, to encourage families to maintain regular daily attendance and to remain involved in the education of their children.
- If a child is going to be absent from the program, as stated in our family manual, the family shall contact the program within one hour of the program start time either by emailing the Early Learning Leader, the child's Teacher, sending a message through Tadpoles, or calling the center.
- GPY will adhere to health exclusion guidelines set forth by the CDC, OCDEL, COP and recommendations of Caring for our Children.

- Family Service staff/ Y Early Learning Leader reviews attendance and makes the necessary contact with parent(s)/guardian(s). The Family Service staff/Y Early Learning Leader also alerts the EFA/Y Operations Leader and necessary support staff who may need to contact the family (i.e. health, social worker)
- If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time the Teacher will attempt to reach the parent to learn of the nature of the absence and well-being.
- If a child has three consecutive unexplained absences, and the family has not contacted the center, the center is required to contact the family/guardian to determine the child's well-being and document the contact.
 - Teacher will make first contact via phone and Tadpoles alert
 - Early Learning Leader will make second contact via phone
 - Teacher will make third contact via email
- If a child has five occurrences of absence, the Teacher and/or Family Service worker/attendance designee will meet/speak with the parents to discuss the reasons for absences and assist parents in identifying strategies to avoid further absences. A record of discussion, and attempts at communication will be placed in the child's file.
- If a child has ten occurrences of absence, parent and Family Service staff develop a written action plan which may include intensive case management to support daily attendance. A copy of the action plan with notes on attempts at communication will be placed in the child's file.
 - Strategies may include assisting with finding transportation and child care for siblings
 - Referral to resources to support other challenges the family mentions
- If a child ceases to attend for 30 days or more, without prior Program Leader approval, the program will make efforts to reengage the family to resume attendance. If attendance does not resume, then the program must consider the slot vacant. In consultation with the EFA/Family Service Staff, the Program Leader will place the child back on the waiting list and the slot will be filled by an eligible child on the waitlist. If interested, the family will be able to re-enroll the child should a spot become available.
- Chronic or extended absences will be reviewed by the funder on a case-by-case basis to determine if a child is to be discharged after 30 days.

Systemic program attendance will be monitored by administrators monthly to identify any classrooms and/or centers with average daily attendance rates below 85% in order to analyze, provide support and make necessary corrections as needed.

Family Name _____

Child's Name _____

Family Signature _____