

ATTENDANCE POLICY FOR COMBINATION/CENTER BASE/HOME BASE

PURPOSE: UMCHS, Inc. works to ensure that the program maintains an acceptable percentage of children attending class on a regular basis and to reinforce to parents the importance of consistent education for their children. We strive to provide quality and consistent education services to children which provide the greatest amount of time allowable for them to develop important skills that prepares them for subsequent educational years. We believe that the parent is the primary teacher of their child and we use the home visit opportunity to enhance parent skills and to support them in that role.

PROCEDURES FOR CLASSROOM AND HOME VISIT ATTENDANCE

COMBINATION CLASSROOMS

1. Classroom Attendance (2 & 3 days per week)
 1. Teaching staff must contact parents to identify the reasons for absence **as soon as a child misses class** for any unknown reason.
 2. As soon as a child misses class for three consecutive school days as an unexcused absence or has established a pattern of inconsistent attendance, excused or unexcused (within a month or as the problem arises,) education staff will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
 3. Assistance from the Family Advocate may be needed if contact with the parent is difficult or attempts to contact are unsuccessful.
 4. After an attendance plan is written, immediate and continuous attendance will be expected within reason.
2. Home Visit Attendance (1 & 2 home visit per month)
 1. After one regularly scheduled home visit has been missed, and the home visitor has made three attempts, education staff will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
 2. The agreed upon plan will indicate how the attendance concern will be resolved by a mutually agreed upon date and the missed home visit will be made up to complete the required number of visits for the program model.
3. Using the Attendance Plan Form:
 1. Classroom: Develop a plan to include regular attendance, beginning immediately with a follow-up review scheduled for 3 weeks from the date the plan is developed. At the three week follow-up: If attendance has not improved and is chronic, the family may be dropped from the program. If improvement occurs, continue with the present plan with the following Plan of Action - If 3 consecutive classroom days are missed in the future, with no contact from parent or if an irregular attendance pattern reoccurs the child may be dropped. When necessary to drop a child/family due to chronic attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.)
 2. Home Visit: If the family misses two home visits (2 months, 6 attempts) without prior contact with home visitor the family may be dropped from the program. When necessary to drop a child/family due to chronic home visit attendance problems, the staff will send a letter to the parent stating that the family is dropped from the program effective the date of

the letter (using the sample outline.)

HOME BASE PROGRAM (1 home visit per week and 2 socialization sessions monthly)

1. Home Visit
After two consecutively missed home visits the Family Educator will develop a plan with the family utilizing the **Attendance Plan** to make up the missed home visits and resolve the attendance concern.
2. Socialization Periods
After two consecutively missed socialization periods the Family Educator will develop a plan with the family utilizing the **Attendance Plan** to make up the missed socialization period and resolve the attendance concern.
3. Using the Attendance Plan Form
 - a. Home Visits: Develop a plan to include regular attendance, beginning immediately, with a follow-up review scheduled for 1 week from the date the plan is developed. At the one week follow-up: If no improvement in attendance occurs, the family may be dropped from the program. If improvement occurs continue with present plan with the following Plan of Action - If 2 home visits are missed in the future, with no contact from parent, the family may be dropped. When necessary to drop a child/family due to chronic home visit attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.)
 - b. Socialization periods: Develop a plan to include regular attendance, beginning immediately, with a follow-up review scheduled for 3 weeks from the date the plan is developed. At the end of the three weeks: If the attendance problem is chronic and no improvement in attendance occurs the family may be dropped from the program. If improvement occurs, continue with present plan with the following Plan of Action - If 1 socialization period is missed in the future, with no contact from parent, the child may be dropped. When necessary to drop a child/family due to chronic socialization attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.)

CENTER BASE, FULL DAY/FULL YEAR AND FAMILY CHILD CARE

1. Classroom Attendance (Center Base - 4 days a week)
 - a. Teaching staff must contact parents to identify the reasons for absence **as soon as a child misses class** for any unknown reason. In full day programs the teacher will notify the family advocate of all attendance issues.
 - b. As soon as a child misses class for three consecutive school days as an unexcused absence or has established a pattern of inconsistent attendance, excused or unexcused (within a month or as the problem arises,) the Child & Family Advocate will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
 - c. After an attendance plan is written immediate and continuous attendance will be expected within reason.
2. Classroom Attendance (Full Day & Family Child Care – up to 5 days per week)
 - a. Families provide the center a work/school schedule during which time their children will be in attendance at the center (as a rule.)
 - b. Teaching staff must contact parents to identify the reasons for absence **as soon as a child misses class** for any unknown reason. In full day programs the teacher will notify the

family advocate of all attendance issues.

- c. As soon as a child misses class for three consecutive school days as an unexcused absence or has established a pattern of inconsistent attendance, excused or unexcused (within a month or as the problem arises,) the Family Advocate will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
- d. After an attendance plan is written immediate and continuous attendance will be expected within reason.

2. Education Home Visits (2 home visits per year) all options

- a. The initial home visit must be completed within 45 days of the first day of service.
- b. After one missed education visit education staff will develop a plan with the family utilizing the **Attendance Plan** to resolve the attendance concern.
- c. Family child care visits will be completed with the parent by the provider.

3. Using the Attendance Plan Form

Classroom: Develop a plan to include regular attendance, beginning immediately, with a follow-up review scheduled for 3 weeks from the date the plan is developed. Ensure that changes in attendance are not directly related to a change in work/school schedule. At the three week follow-up, if a chronic attendance problem continues with no improvement, the family may be dropped from the program. If improvement occurs continue with present plan with the following Plan of Action - If 3 consecutive classroom days are missed in the future, with no contact from parent, or if a chronic and/or irregular attendance pattern reoccurs the child may be dropped. When necessary to drop a child/family due to chronic attendance problems the staff will send a letter to the parent stating that the family is dropped from the program effective the date of the letter (using the sample outline.)

SOCIAL SERVICE HOME VISITS (Refer to Home Visiting Policy for procedure – no attendance requirement)