

# Muskingum County Head Start Program Procedure

## ERSEA Procedure # 17

**Subject:** Children's Attendance in Class

**Performance Objective:** 1305.8(1) (b) (c) To ensure consistency of attendance for children for school readiness.

### Procedure:

- I. A. Parents must call their child's site whenever their child is absent by 7:30 AM for AM class and by 11:30 AM for PM class.  
B. If parents do not call, Education Staff will call the parents to learn why the child was not in class.  
C. All attendance contact with the family must be documented on a Family Contact Form and placed in the child's file.
- II. During home visits, education staff will:  
A. Review the child's class attendance with the parent if there is an issue.  
B. Follow up on Attendance Action Plans, if applicable.  
C. Award monthly perfect attendance certificates for children.
- III. If a child has been absent for 3 days without communication with the parent, the education staff will make a home visit to determine the cause.  
A. During the home visit
  - Education staff will use a problem solving, positive approach to identify and work to dissolve any barriers to attendance.
  - If applicable, they will develop goals (Attendance Improvement Action Plan ) and work with the family to accomplish these goals.
  - Education staff will review our attendance criteria.
  - The parent will be reminded to call the child's site if the child will be absent.  
B. If the parent is not at home, a note will be left at the child's home, asking the parent to contact the education staff.
- IV. Site Manager will monitor the children's attendance.  
A. They will notify teachers which children have perfect attendance and print a perfect attendance certificate.  
B. They will inform teachers when an Attendance Action Plan is needed.
- V. Site Managers will attend weekly meetings with the Attendance Committee to review their sties' attendance.  
A. Identify which children have been tardy 5 days or more  
B. Identify which children have missed 3 days/month.  
C. Identify which children have sporadic attendance/patterns of poor attendance.

- D. Identify which children need an Attendance Action Plan and who needs to be involved (i.e. the Health /Nutrition Manager).
- VI. Attendance Action Plans
- A. The Attendance Committee will determine who needs an Attendance Action Plan.
- If a child has been tardy for 5 or more days
  - If a child has 85% or less attendance for 1 months
  - *Other reasons such as sporadic attendance, as determined.*
- B. Education staff will complete Attendance Action Plans:
- With parents within 1 week of learning of the need.
  - Determine the barriers to attendance, if we can help and goals to resolve the issue.
- C. If parents refuse to complete an Attendance Action Plan or not work towards the goals, the child may be dropped.
- D. Site Managers will monitor the Attendance Action Plans and will update the Attendance Committee weekly, until the plan is completed.

Date: 11/2012

# Muskingum County Head Start Program Procedure

ERSEA # 17 A

**Subject:** Children's Attendance Monitoring

**Performance Objective:** Performance Standard 1305.8(a) (b) (c) To monitor attendance to ensure consistency in child attendance for school readiness.

## I. Attendance Monitoring

A. Education staff will submit to the Enrollment/Records Specialist a copy of the previous week's attendance by 4:30 PM each Monday. The Enrollment/Records Specialist will record the data in the Child Plus Program.

### 1. Average Daily Attendance by Site

- The Attendance Committee (Site Managers, F&CP Manager/Asst. Director, PFE Coordinator, and Enrollment/Records Specialist) will review the attendance data weekly to determine which sites' attendance was below 85%.
- Site Managers will be asked to provide an explanation and actions taken when Average Daily Attendance below 85% for the week and for the month.

### 2. Average Daily Attendance by Individual

- The Attendance Committee will review individual children's attendance monthly to determine which children's attendance was below 85%.
- Education Staff will be asked to complete an Attendance Improvement Action Plan with the parent if:
  - a. Children have developed a pattern of attendance below 85% for **1 or more months**
  - b. Absence was very high during a specific period
  - c. There is a pattern of irregular attendance
  - d. A child was tardy 5 or more days
  - e. Other areas of concern
  - f. **There may be extenuating circumstances that may warrant no action plan. This will be determined by the Parent Family Engagement Manager.**

3. On the **Enrollment/Entry Grid**, weekly site average daily attendance will be reported. The Parent Family Engagement Coordinator will report at the Program Area Manager Meeting, reasons why sites' attendance was below 85%.

4. Monthly, the Parent/Family Engagement Coordinator will report attendance data during **monitoring meetings**.
5. **Monthly Average Daily Attendance** by site will be reported at Family Service and Program Area Manager meetings.

Date: 11/2012

# Muskingum County Head Start Program Procedure

## ERSEA Procedure # 17 B

**Subject:** Home Visit Attendance

**Performance Objective:** Performance Standard 1305.8(a) (b) (c) To monitor attendance to ensure Parent Family Engagement and partner for school readiness.

- II.** If parents cannot hold the home visit appointment, they must contact their child's teacher.
- III.** All home visits cancelled by the agency will be rescheduled and made up.
- IV.** Home Visits will be scheduled during days/times convenient for the parents. When possible they will be held during the same time/day each month (a regular schedule).
- V.** When parents miss a home visit:
  - A. Teachers will contact the parents and explain the importance of the home visits.
  - B. Another home visit will be scheduled.
- VI.** When parents miss two home visits and/or are resistant about rescheduling:
  - A. The Teacher will notify their Site Manager.
  - B. The Site Manager will bring this up during the Attendance Committee Meeting.

Date: 8/29/12