

<b>Area:</b>	Eligibility, Recruitment, Selection, Enrollment and Attendance
<b>Subject:</b>	EL06 – Attendance (documenting daily, weekly and monthly center and program attendance)
<b>Reference:</b>	1305.8 (a-c), 1304.51 (g), 1306.33
<b>Policy:</b>	Head Start center-based programs must maintain an average daily attendance rate of 85%. Head Start requires each family enrolled in the home based option be provided at least one home weekly home visit and two socializations per month.

**Procedure:****Documenting Daily Attendance**

1. Sign-In Sheet
  - a. Children must be signed in and out of the center daily.
  - b. The adult who brings the child to the center must indicate time of arrival and sign in using a full signature on the Sign-In Sheet.
  - c. The child must be signed out with full signature, on the 'Sign-In' sheet, indicating time of departure. (On file there will be a signed statement by parent authorizing other adults to pick-up the child).
  - d. Sign-In/Out Sheets must be kept on file at the center for at least one year.
  - e. SCOE has no required form for sign-in/out.
2. Child attendance will be recorded daily in COPA (and CenterTrack for collaborated programs.) Sign-in sheets are to be used as supporting documentation when entering child attendance.
3. Home Visits in the Home Based option will be recorded in COPA using COPA Procedure E-08. Playgroup attendance will be documented on the COPA Sign In/Out sheet. The Family Home Visit Plan will be used as supporting documentation when entering home-based attendance.

**Improving Child Attendance**

1. The teacher will use an Attendance Notice to notify the parents of a child whose attendance drops below 85% during the month of the need for improvement.
2. The FSW will then request a meeting with the parent(s) to develop an Attendance Improvement Plan. If the parent(s) do not agree to meet with the FSW, the supervisor will contact the family to arrange the meeting and develop the Attendance Improvement Plan. If the parent(s) do not agree to meet with the supervisor and attendance does not improve, the child will be dropped from the center and offered the home based program or the option to be placed on the waiting list.
3. Child absence with no parent contact:
  - a. On the first day the child is absent without notification from the parent/guardian; the teacher will attempt to contact the family by phone to determine the reason for absence.
  - b. On the second day the child is absent without notification from the parent/guardian; the teacher will again attempt to contact the family by phone to determine reason for absence. If the teacher is unable to make

contact with the family, the supervisor and FSW will be notified. The FSW will conduct a home visit to determine the reason for absence and deliver an Attendance Notice.

- c. On the third day the child is absent without notification from the parent/guardian, the FSW will hand deliver or mail a Notice of Termination to notify the parent/guardian of the fact that if contact is not made within three working days, the child will be dropped from the center. The parent will be offered enrollment in the home-based program or the child may be placed on the center's wait list.

### **Improving Child Attendance (Home-Based)**

1. Families enrolled in the Home Based Option for the full year will receive at minimum 46 home visits per year.
2. The Home Based Educator will attempt to make up any visits canceled by the parent/guardian. Efforts will be documented in Family Case Notes and Family Home Visit Plan.
  - Home Based Educators will discuss the importance of full participation in the program with families who cancel two consecutive home visits with no contact. The Home Based Educator will visit the home to attempt to make contact if a family misses two consecutive home visits without contact.
  - Home Based Educators will discuss barriers to participation in the program when the family repeatedly cancels home visits (even with contact). Options such as changing location or schedule for home visits will be discussed. This will be documented in COPA Case Notes.
  - In addition to Home Based Educator, the Home Based Supervisor will make contact with any parent/guardian who cancels more than two consecutive home visits without contact or when support is requested by the Home Based Educator. This will be documented in COPA Case Notes.
  - The Home Based Educator will alert the Home Based Supervisor in the event that a family cancels two consecutive home visits without contact. Attendance will be discussed at case conferencing and interventions will be determined.
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3. The Home Based Educator will encourage participation in playgroups and take family schedules into consideration when setting up playgroup schedules.

### **Improving Agency Attendance**

1. Utilizing COPA, teachers will track average daily attendance on a monthly basis. When the average daily attendance rate for a month in a center-based class falls below 85%, the teacher will analyze the causes of absenteeism and develop an Enrollment/Attendance Work Plan to improve the average daily attendance. This plan is given to the assigned supervisor who conducts any necessary follow up.
2. Using COPA, agencies will track their overall average daily attendance on a monthly basis. When the average daily attendance for an agency's center-based programs falls below 85%, the agency will analyze the causes of absenteeism and develop an Enrollment/Attendance Work Plan to improve the average daily attendance.
3. For Delegates, assigned Team Leaders will utilize COPA to review Delegates'

center based average daily attendance. If it falls below 85 %, the Team Leader determines if the issue is due to low attendance or low enrollment or other reasons.

4. Team Leaders/SCOE Director II will meet with the Delegate or Direct Operated Directors who have fallen below 85% ADA and develop an enrollment/attendance work plan using the Enrollment/Attendance Work Plan Form.
5. Team Leaders/SCOE Director II will review the attendance work plan and follow-up with targeted centers to provide support on the attendance work plan.

**Supervised by:** Child Development Supervisor, SCOE Director II

**Performed by:** Head Start Teaching Staff, Family Service Worker, Delegate/Direct Operated Director

**Forms needed:** Sign-In Sheet, Monthly Center Attendance Sheet, Monthly Home-Base Attendance Report, Enrollment/Attendance Work Plan, Termination Notice, Attendance Notice, Child Attendance Improvement Plan

**Frequency:** Monthly, as needed