

ATTENDANCE PROCEDURE & ATTENDANCE AGREEMENT

PROCEDURE: After 3 unexcused absences (groups and home visits), the family must be contacted by the Specialist within three days to: 1) follow-up why the unexcused absences occurred, and identify attendance barriers and problem-solve solutions, and 2) They must notify their supervisor of the issue.

Steps to implement this process are;

1. At the first home visit the Specialist reviews the “Program Commitment Form” with the parent and emphasizes the importance of regular attendance.
2. The Specialist will notify the Center Supervisor when an attendance problem exists, and what the plan is to improve attendance and reduce barriers to attendance.
3. At times a “Special Service Plan” may need to be developed.
4. If the family does not respond within 3 days of the Specialists’ attempts to contact them the Specialist will inform their Center Supervisor, and the Supervisor will contact the Early Head Start office to inform them of the situation. The Early Head Start office will review the situation and determine whether to send an attendance warning letter out or drop the family from the program.
5. The Specialist will **document** all contacts with family in GE case notes under “Attendance”.
6. The Specialist may develop an **Attendance Agreement** (see following page) with the family as a tool to improve attendance.