



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 00 ISSUE 8
PAGE 1 of 4
EFFECTIVE: 07-01-10
Updated

SUBJECT: Child Attendance and Procedures

APPROVED: 07-01-10
[Signature]
BY: Ron Griffin, Director

PURPOSE:

To establish child attendance policies and procedures including compilation, review, approval, coordination and management with Preschool Services Department (PSD).

POLICY:

To ensure that appropriate family support procedures are provided to families to mitigate any barriers to a child's daily attendance.

REFERENCE:

Head Start Performance Standards 1304.51 (G)

PROCEDURE:

The Parent/Guardian is required to sign-in-out (using full signature) the child attending preschool. Children not properly signed in/out may be considered absent without excuse and may be dropped from the program for excessive unexcused absences. Teaching staff will sign-in/out children who are transported by bus.

Only individuals listed on the child's emergency card. (18 years of age or older) can sign-in/out the child.

Bus consent forms are required to be completed and signed by parent/guardian prior to the child using bus services. Only those listed on the bus consent form/emergency card will be allowed to drop off/pick-up the child.

The Parent/Guardian is responsible to contact center staff on the morning of or day before the day child is expected to be absent. Parent/Guardian will provide reason for absence. Note: Staff makes determination of absence category based on specific reason for absence provided by the parent or guardian. Doctor's excuses are required in cases of communicable diseases, serious illnesses/injuries including fractured bones.

Excused absences are defined below:

- Illness or quarantine of child

- Illness or quarantine of parent
- Child or parent treatment/therapy/medical and dental appointments
- Court appearances or orders affecting child, including visitations (need copy of order).
- Site closure for emergency
- Best interest days (limited to 10 days per program year) family vacation or parent day off, family visits (non-court ordered). Program temporarily removes child from program. Children who are recipients of protective services or at risk or abuse or neglect are not limited to 10 best interest days.
- Family emergencies (limited to 5 days per program year) e.g. impromptu crisis or life threatening situations, unexpected transportation challenge, funeral, medical appointments for sibling.

Unexcused absences are defined below:

- Days of non-attendance, which do not qualify for any of the excused absence categories listed above.
- Children are allowed a maximum of 10 unexpected absences for the program year.
- A child may be dropped from the preschool program for exceeding the maximum of 10 best interest days, and exceeding the maximum of 10 unexcused absences
- Children that show excessive (4+ per month) late drop-off or early pick-up. Pick-up over 30 minutes may be dropped from the preschool program (applies to Full Day Programs only).
- Children will be dropped from the preschool program after the third late pick-up.

For **Center Based Program** only.

1. Provide the PSD Administrative Office Finance Division with the following monthly attendance documents (Originals on or before the 5th of each month for the previous month and maintains a copy for site records:
 - All sign-in/out sheets
 - State Absence Summary Report (Applies to State funded children only)
 - Monthly Attendance Report
 - Child Attendance Data Form

Attendance Codes are as follows:

Present	1 (number)
Excused	E
Best Interest	B
Family Emergency	F
Unexcused	U
Note Enrolled (dropped or not scheduled Day of attendance, including modifies Schedule).	N
Special Circumstances	S

NOTE: All Home base program use only "present", "excused", and "unexcused" codes only.

Program Codes are as follows;

Head Start	HS
State Child Development	CCTR
State Preschool	CPRE
Federal and State funded children in the Same classroom	Co-mingled
Early Head Start	EHS

This Section applies to Home Based Program only:

The Teacher/ Generalist will:

1. Record the date of the home visit on the Home visit summary plan. A minimum of home visits (per program listed below) at 1.5 hours should be recorded:
 - a. Basic Head start Home Base- 32 weekly Home visits
 - b. Early Head start Home Base- 42 weekly home visits
 - c. Early head start Home Base (NVP) – 44 weekly home visits

Exception: if there are multiple children in the same option a ½ hour will be provided for each additional child. Home visits times will be recorded on the Home Base Weekly visit form.

Visits must be rescheduled by the end of the month (if possible) when PSD or the home visitor has cancelled the home visit. Parent canceled visits are not required to be rescheduled, but should be recorded on the weekly plan form. There are two codes that will be allowed for Home base E and U. These codes will be documented on the weekly visit form along with the reason and the Home Visitors initials.

Excused visits (E) - is when child and or family are sick or have an unforeseeable occurrence that causes them to miss their scheduled appointment example- car trouble, called into work etc. Parents must communicate this with the Home visitor to ensure proper documentation has happened for the excused visit.

Unexcused (U) - is given when a family calls and states that they have a pre-planned appointment are going out of town or they won't be at home. A code of (U) will also be given if a parent doesn't contact the Home Visitor about absences.

2. Have parents sign child's sign-in/sign-out sheets along with In-Kind sheets at socialization visits. A minimum of 16 Basic Head start Home base and 21 Early Head Start socializations will occur in the program year. A Sign-in and Sign-out sheet will be submitted at the end of the month with attendance. (Note- if no one attends socialization a blank sign in and out sheet still must be turned in.)

The above listed information is due to the Home base Program Supervisor by the 2nd of Every Month.

Home Based Supervisor, Early Head Start Supervisor, and/or Office Assistant designee will (for Head Start Home Base and Early Head Start Home Base programs):

1. Review all Home Based Visit summaries, Home Based Weekly plan forms and sign in and out sheets and sign forms to indicate approval. Will check for 4 visits per month; ensure that times are not overlapping with the Actual visit calendar submitted by the Home Based Visitor. Two socialization day sign-in and out sheets will be attached.
2. Forward all documentation to the designated Office Assistance to be input onto the excel attendance spread sheets. The Excel spread sheet and the Child Data sheets should be signed by the office assistant preparing them.
3. Forward all home based visit summaries, calendars, sign-in and out sheets and excel spread sheets will be given to finance department by the 15th of every month.