



**YWCA Western Wayne Co Head Start
Attendance Policy and Contract**

Good Attendance – a key to your child’s success in Head Start and throughout their school years. To receive the full benefits from Head Start, it is important to have your child in school every day. Model good habits by getting your child to school and picked up from class on time.

Good Attendance Promotes:

- Positive attitude towards school
- Builds a child’s self worth
- Classroom routine and planning time
- Secure relationships with you, new friends, and teachers

Please read carefully and sign. If you have any questions, please feel free to ask your child’s teacher, the FSW, or a Head Start staff member before you sign.

1. We know there may be a time when your child is ill or out of town. It is necessary to contact the Head Start office or your child’s teacher if your child is going to be absent for any reason. Head Start requires a reason for any absence. Failing to contact the office means that the absences are unexcused.
2. After **one unexcused absence**, your FSW will contact you to determine why your child was absent.
3. After **four unexcused absences**, a referral will be made to the FSW who will then call or make a home visit to support you in promoting your child’s attendance. An Attendance Plan of Action will be developed.
4. If unexcused absences continue after the Attendance Action Plan has been initiated, your child may be removed from active enrollment.
5. In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child’s slot must be considered an enrollment vacancy.

Head Start Program Performance Standards require that daily attendance at your school must average at least 85% of enrollment. This is another reason for making every effort to have your child at school regularly.

I have reviewed the above contract. I agree to the stated responsibilities and understand the consequences that might result if I do not uphold my obligations to this contract.

Parent/Guardian Signature _____ Date _____

Child’s Name _____ Head Start Staff _____