



ATTENDANCE/DROP-OFF/PICK-UP POLICY



Daily attendance is important for young children to learn daily routines, make friends, and develop skills that will help them succeed in school and throughout their lives. You are required to report your child's absence to your site within one (1) hour of your scheduled drop-off time.

Drop-Off: We expect your child to arrive at school on time every day, per your contract hours. It is important that you bring your child to school on time every day so that they can receive the full benefit of the school day. If a child is regularly being dropped off late the child may be transferred to a more appropriate program option (i.e. Home Base/Part Day).

Pick-Up: It is important that children are picked up promptly when their contract hours end each day. Emergency contacts will be called for any child who is not picked up by the end of contract hours. If Staff is unable to reach an authorized adult, the police may be contacted to take custody of the child. If a child is regularly picked up late the child may be transferred to a more appropriate program option (i.e. Home Base/Part Day).

****If there are any changes to your emergency contacts during the program year you must make changes in person with the site staff to update your emergency card information. We may not remove the other parent/guardian from the Emergency Contact List if there are no court documents on file. ****

Excused Absences

1. Best Interest of the Child/Vacation (**maximum of 10 days per year July 1-June 30**)
2. Court Ordered Visitation-court order NOT mediation plan must be on file and **must be approved prior to absence**
3. Health reasons, Illness or Quarantine- **ENROLLED child and/or parent/Guardian**

Best Interest of the Child

"Best Interest of the Child" absences include family vacation, non-court ordered time with parent, time with relatives, family friends, religious or cultural events or family celebrations, family emergency. A best interest of the child absence is considered excused when the parent has notified the center in advance that the child will be absent. Vacation is included in the **ten total (10)** best interest days per year (July 1-June 30).

Court Ordered Visitation

Court ordered visitation is only excusable in the event that the court has issued a judgment/court order declaring when the child will visit the other parent. The court order must be on file. A mediation agreement is not a court order.

Health/Illness/Quarantine

Your enrolled child may be excused from school due to health, illness or quarantine of the enrolled child or parent/guardian. For example, if a sibling is sick, the enrolled child may not have an excused absence.

If your child is sick with the following symptoms, we ask that you please keep them home: fever of 100° degrees or more; nausea; vomiting or severe stomach pain; diarrhea; frequent, loose or watery stools; sore throat; acute cold or persistent cough; earache; red, inflamed or infected eye(s); swollen glands

Note to Agency Staff: Please give parent original and keep a copy in the child's file.



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around the jaws, eyes or neck; live head or body lice; skin lesion in the weeping stage; and any other symptoms suggesting acute illness.

If your child's absence is due to communicable illness, written documentation from the child's doctor will be requested stating that the child may return to school.

Unexcused Absences

Any absence other than those described above as "excused absences" are considered unexcused. If a child has more than **five (5) unexcused absences** in a year (July 1 – June 30), services will be terminated or transferred to a Home Base program option. For *CCTR/EHS Fee Paying Families*, fees will be charged for all unexcused absences.

Parental Acknowledgement

____ **I acknowledge** that daily attendance is important for young children to learn daily routines, make friends, and develop skills that will help them succeed in school and throughout their lives.

____ **I acknowledge** that by signing this form I am aware that I am enrolling my child in a dually-funded (State and Federal) child care and education program and that if my child will not be in attendance I must contact the site within one (1) hour of their scheduled drop-off time.

____ **I acknowledge** that I **MAY NOT** remove a parent from the Emergency Contact list unless I present a current court order that prohibits that person from picking up the child.

____ **I acknowledge** that employees of NHA will not release my child to me if I arrive under the influence of alcohol or other substances (including recreational drugs). We will make every attempt to reach an alternate contact listed on the Emergency Card. If no one is available, we may not release your child to you and will contact the police.

____ **I acknowledge** that staff have the right to determine when an excused absence becomes unexcused, based on the individual circumstances and have the right to determine when my child's absences become excessive. Excessive absences may result in an Attendance Success Letter or Plan to help support regular attendance for my child.

____ **I acknowledge** that shall my child exceed the allotted number of absences; **my child will be terminated from service**. If possible, my child may be transferred to a Home Base option.

- Best Interest of the Child/Vacation (**maximum of 10 days per year July 1-June 30**)
- Unexcused (**maximum of 5 days per year July 1-June 30**)

____ **I acknowledge (Fee Paying Families ONLY)** that a fee (*if applicable*) will be charged for all absences with no adjustments.

For additional information, please refer to the Parent Handbook.

Child's Name

Site/Room #

Parent Signature

Date