



1.3C Attendance/Drop-Off/Pick-Up Policy **Instruction Sheet**



PURPOSE STATEMENT:

The purpose of the Attendance/Drop-Off/Pick-Up Policy is to inform families about excused absences, reporting of absences, and the agency's drop-off/pick-up policy.

TIMELINE:

The Attendance/Drop-Off/Pick-Up Policy is completed at the time of child's enrollment as well as for new and returning children.

STAFF RESPONSIBLE:

Staff completing enrollment: Family Service Advocates, Early Head Start Teacher, Site Supervisor/Assistant Site Supervisor and other staff as assigned.

INSTRUCTIONS:

- Prior to parent signing off on policy Staff reviews the following information:
 - Drop-off policy and Pick-up policy
 - Removal of additional parent/guardian from Emergency Contact
 - Definition of excused absences (Best Interest Day, Health, Court Ordered Visitation)
 - Unexcused absences
 - Number of allotted Best Interest Days (10) and Unexcused (5)
- Parent will then read the form as well for additional clarification and acknowledgement
- If applicable, Parent will acknowledge they are enrolling in a dually funded program
- Parent will acknowledge NHA cannot exclude the other parent from information and/or pick-up of the child unless a current court order is on file; NHA Staff will not release their child to them if they arrive under the influence of alcohol or other substances; NHA Staff have the right to determine when an excused absence becomes un-excused and they may have to be involved in additional conversations about attendance; if they exceed the number of allotted excused and unexcused absences they may be dropped from the program
- If applicable, Parent will acknowledge fee for service
- Parent will sign and date the form
- Staff will file original in child's file; provide parent with a copy as needed