



Your Child's World Learning Center, Inc.

"Where your child will feel free to explore all possibilities."

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Attendance Policy

I. In an effort to ensure consistent attendance all children must arrive according to the program hours as stipulated in the parent/program service agreement as appropriate.

Please note that the following attendance policy is fully in effect as of 8/28/17:

- (a) If a child has not arrived within one hour of programming, the child is considered absent.
- (b) The parent/guardian must be contacted within one hour of the child's unexplained absence to ensure the child is safe. Parent/Guardian will be contacted via phone or email.
- (c) The absence communication log must be completed by 12:00 p.m. each day, and must include the following:
- (d) Name of child, name of parent/ guardian contacted, time contacted, mode of communication

II. When a child has two consecutive absences following must occur:

- * Contact family via telephone and/or email
- *Contact the family/guardian in writing to support the family to improve the child's attendance (support should reflect the family's specific needs)
- *Make attempt to conduct a home visit to ensure the child is safe

III. When a child has five consecutive unexplained absences the following must occur:

- (a) A home visit must be conducted to ensure the child is safe, and to provide family with on-going support to limit absences for the remainder of the school year
- (b) When a child has experienced chronic absenteeism within the first 60 days of program operations, the following must occur:
 - i. Parent/Guardian must provide a written explanation for chronic absences and meet with Internal Resource Director to develop a family service plan which will include: specific community resources based upon family needs, specific attendance targets for families to meet resulting in 100% attendance for the current quarter and beyond.
 - ii. The family service plan will be evaluated each quarter to ensure targets are met, and to adjust supportive services as appropriate.
 - iii. When a child ceases to attend, the program will attempt to support the family to resume attendance as soon as possible, but within 30 program days.
 - iv. When a family is experiencing chronic absenteeism due to homelessness, the family service plan must include community supports in an effort to secure shelter/housing for the safety of the child and family.