



Green Hills Head Start

"Serving Children and Families First"

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Attendance Policy

The primary mission of NCMC/Green Hills Head Start is to serve children and families first. In accordance with federal regulations, enrollment selection is based upon child's age/family income of applicants. Once selected for Head Start, children and families are eligible to receive all services offered by the program.

Attendance, participation in program activities, and regular communication between families and staff are vital to the Head Start experience. We promote regular attendance to ensure your child receives all the benefits of our program, such as:

- Having as many learning opportunities as possible;
- Developing a sense of predictability by learning to follow routines and schedules;
- Having more opportunities to grow and develop in areas such as motor skills, literacy, language, self-help, social and emotional skills;
- Participating in screenings/assessments that will determine your child's growth during the year. Head Start may utilize video-taping during hands-on activities and child/staff conversations to supplement the assessment process.
- By making your child's school attendance a priority, you are taking an important step in setting a good example and supporting your child's success and school readiness.
- Your participation in home visits arranged by the teacher and Family Engagement Specialist also enhance the Head Start experience of you, your child and your family.

Efforts will be made to promote the safety and well-being of your child by:

- Contacting parents/guardians when their child is one hour late for classes.
- Conducting a home visit if your child has multiple unexplained absences.

Strategies to support regular attendance will be initiated as necessary. If those efforts fail and attendance continues to be irregular, the family's need for Head Start services will be re-examined. NCMC/Green Hills Head Start can consider the child's slot an enrollment vacancy if absenteeism persists.

To fulfill individual needs, a child's attendance may be limited due to any of the following:

- Prerequisite to an educational observation prior to an evaluation by the local educational agency or other qualified professional.
- Developmentally-appropriate option for a child's current developmental level.
- Parent request.

While the program will severely limit the temporary suspension of any child due to behavior issues, it may be necessary if there is a serious safety threat to that child, other children, and/or adults. Efforts to provide resources and assistance to the child and parents/guardians will be immediately initiated, including engagement of a mental health consultant.

As the parent/guardian, I understand and agree to the Attendance Policy as explained to me on this date _____.

Parent/Guardian

Staff Signature