

Tri-County Head Start/Early Head Start

Arrival, Departure and Attendance Policy

Arrival and Departure

Your child must arrive at the center no earlier than 7:45am and must leave no later than 2:00pm. If your child rides a bus, you or an authorized adult must be at the drop-off at the time assigned to you by the transportation department. Parents who transport will have a pick-up time based on their work or class schedule. If your transportation needs change, please talk with the Center Coordinator at your child's center.

After three (3) times of late arrival or failure to receive your child, it will be necessary for you to attend a conference with Head Start/Early Head Start staff to discuss other resources and childcare options.

Attendance

Establishing consistent daily routines gives your child security and helps to build a relationship between the classroom and home. Children who have irregular attendance or who are consistently late miss meals and learning activities provided by Head Start/Early Head Start. If you fail to call in when your child is absent, Head Start/Early Head Start staff will contact you regarding the absence. **In the event of excessive absences or tardiness, a conference will be scheduled to complete an Attendance Action Plan. If you fail to comply with the Attendance Plan your child can return to the waiting list and the vacancy will be filled with another family in need of placement.** If your family needs extended leave, you must submit a request in writing for approval or your child's slot will be considered vacant.

I will inform a center staff member immediately at 850 _____ if the following emergencies occur:

- I or my authorized adult cannot be at the center by the scheduled arrival or departure time.
- I or my authorized adult cannot be at the designated drop-off address at the scheduled time, or
- If my child is going to be absent from class.

Arrival Time: 8:00 am

Departure Time: 2:00 pm

I have read the Arrival, Departure & Attendance Policy and it has been explained to me. I understand that my child's full participation in the HS/EHS program depends on the above policy. Failure to contact your child's center or if staff cannot locate you in 5 days, your child will be withdrawn from the center.

Parent/Guardian Signature

Date

Staff Signature

Date