

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (Rocky)**  
**HEAD START**  
**ATTENDANCE PARTNERSHIP AGREEMENT**

Rocky Head Start strives to maintain 100% Average Daily Attendance (ADA). If your child is sick and unable to attend class, call the Head Start Attendance Line at 457-7307, or email [headstartattendance@rmdc.net](mailto:headstartattendance@rmdc.net), to let the program know your child will be absent and the reason for the absence.

If your child is absent and you have not contacted the program within one hour of program start time, Rocky Head Start staff will contact you to ensure your child and family's well-being.

If your child has two consecutive unexplained absences, Rocky Head Start staff will conduct a home visit to ensure your child and family's well-being.

If you are not home at the time of the home visit, we will leave a note explaining we made a home visit concerning your child's unexplained absences. The note will ask you to contact Head Start within 24 hours from the home visit. We will call your emergency contacts. If we are able to connect with one of your contacts, we will ask the contact to have you call Head Start. If you do not contact Head Start and your child is not in school the following day, Head Start staff will conduct another home visit. If we are still unable to connect with you, we will contact local law enforcement to conduct a welfare check.

If your child's ADA drops below 90% the attendance record will be evaluated. If your child's ADA falls below 85% at any time during the year or has two consecutive, unexplained absences the following procedures will take effect:

1. Family Advocate will conduct a home visit or make other direct contact with parent(s)/guardian(s) and meet to create an attendance plan and support your family to promote your child's regular attendance.
2. If the attendance plan is not met, a letter will be sent home from management informing your family that your child's placement is at risk and withdrawal is pending. This letter will inform the family of necessary steps to retain placement.
3. Withdrawal will occur if the conditions of the letter and/or attendance plan are not met and another child on the waiting list will be given the opportunity to enroll in the program.

***I have been given a copy of Rocky Head Start Attendance policy and by signing this document, I agree to the terms of attendance listed above.***

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Child's Name (Please Print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Original: Child's File

Yellow: Parent/Guardian's Copy

Attendance Policy Agreement 06/14  
Policy Council Approval: 4/20/17  
Rocky, Inc. Board Approval: 4/27/18  
Reviewed: 11/3/2020

## *The Importance of Attendance*

Study after study confirms the value of high-quality early childhood experience for developing the cognitive, social and emotional skills that children need to succeed in kindergarten. But unless children attend these programs on a regular basis, they are not likely to benefit fully. And unless we pay attention to attendance even among young children, we are missing the opportunity to use early educational experiences to build an essential skill: showing up on time every day to school and eventually work.

There are other benefits as well:

**Early attendance can predict attendance in the later years:** Good attendance is a habit that children need to form. If they don't do so early, attendance suffers later.

**Being part of the school community:** Just by being present at school, your child is learning how to be a good citizen by participating in the school community, learning valuable social skills, and developing a broader world view.

**The importance of education:** Your commitment to school attendance will also send a message to your child that education is a priority for your family, going to school every day is a critical part of educational success, and that it's important to take your responsibilities seriously including going to school.

**Learning to read:** Literacy instruction is frontloaded in the early grades, so if children miss too much school, they lag behind classmates in reading.

**Building relationships:** Children who attend regularly are able to form and maintain lasting relationships with their peers and teachers. These skills are crucial for children as they experience change and transition over the years.