



## **Preschool for All Policy: Attendance**

### **PURPOSE :**

The Preschool for All (PFA) Attendance Policy is intended to help Preschool Program Directors/Owners and Preschool Program Staff create relational processes including:

- regular and on-going communication with families about the importance of good attendance habits,
- collaborative processes to support regular communication about daily attendance and attendance tracking, and
- relational and supportive process to avoid intentional and unintentional exclusionary practices

### **POLICY STATEMENT :**

Preschool for All (PFA) encourages regular attendance for all enrolled families to support children's learning and development and to support good attendance habits early. Consistent attendance is a powerful predictor of a student's success in K-12. The overall PFA monthly attendance goal is 80% or higher, and each program plays an important part in supporting regular attendance.

The attendance goal is a way to support the good attendance habits and is not a requirement for families to meet in order to participate in PFA. A child's attendance could fluctuate depending on the families' needs and homelife. Families should always be encouraged to attend regularly and supported if there are circumstances or barriers to regular and consistent attendance.

Preschool for All Providers must communicate regularly with families about attendance and must create a program attendance policy that is supportive and relational.

## **PROCESS / PROCEDURES :**

### **Family Engagement**

Preschool providers and educators support families with strong relationship building; including family engagement, on-going communication about the child's daily routines, community activities, home life, and the importance of regular attendance. PFA honors family choice and recognizes that the needs of a family can shift and change. This can include possible barriers to regular attendance. PFA encourages Providers to have conversations with families that include identifying barriers and solutions that will support consistent attendance.

### **Program Policy**

PFA Providers must develop and maintain a clear and consistent program attendance policy. The attendance policy must be included in the parent handbook. The policy should be shared with families prior to the child's first day of school and discussed during parent orientations, giving families an opportunity and time to learn and ask questions about the program policy.

The program attendance policy should include the following:

- Information about the benefits of consistent attendance and Preschool for All's monthly attendance goal of 80%.
- Information about program hours including the importance and need for children to be picked up on time by the close of PFA program hours. How to best communicate with the program if there is an emergency resulting in a possible late pick-up.
- How and when families should communicate expected and unexpected absences with the program.
- The program's process for contacting families when there are unexpected absences and they haven't heard from the family.
- Late pick-up policy.
- The program's process and steps they will take to partner with and support families when there are on-going attendance concerns including encouraging and building shared understanding of regular attendance, identifying possible barriers to consistent attendance and supports that might be needed.

PFA Providers must track and report monthly attendance in Bridgecare for all PFA enrolled children.

### **Daily Attendance**

- Pilot Providers record and track child daily attendance and submit attendance in Bridge Care by the 10th of the month for the previous month.

- Providers are encouraged to check in with families whose children are unexpectedly absent.
- If attendance is low (under 80% monthly average) or a child is unexpectedly absent for 3 days, the provider should attempt to contact the family to discuss what supports may be needed to encourage regular attendance, build understanding of the importance of regular attendance, and possibly identify needed supports.
  - Celebrate success and consistent attendance!!
- If a family cannot be reached, providers should continue to contact the family in multiple ways (email, phone call, text message). Providers should document how and when they tried to reach the family.
- If a child has not been in the program for thirty calendar days and the family has not responded, the Pilot Provider will withdraw the child from the PFA Program. Once the child has been withdrawn from the program, both the family and provider will receive an automated confirmation message from the PEL Application and Enrollment team.

### **Drop-off & Pick-up Times**

Preschool providers and educators support families with regular communication and strong relationship building. Strong relationships allow for collaborative conversations where the provider can learn about families' situations and needs around drop-off and pick-up times including possible barriers to on-time pick-up.

PFA Providers should be flexible and plan for changes in drop-off times depending on families needs. PFA families cannot be turned away from the program because of their drop-off time. Consider having a simple system for families to communicate arrival times and changes or delays for any reason.

### **Late Pick-up**

Late fees are not allowed for Preschool for All families.

If the late pick-up issue becomes habitual and is significant, more than 10 minutes late on an ongoing basis, and collaborative problem-solving is not effective, then the provider can have a conversation with the family about whether this is the right placement for them. These conversations should happen after a provider has made a significant effort to work with the family. There may be a site with different or longer hours or a closer location that would be a better option for the family. Families can reach out to [pfa.support@multco.us](mailto:pfa.support@multco.us) or 503-988-7818 if they determine that a provider doesn't meet their needs and want to request a different placement.

If you need additional support on this, please contact your Preschool Specialist/Preschool Coordinator. PEL may request sign-out sheet information from Providers to support these conversations. Depending on the situation, PEL may reach out to families to talk about their placement and if it is the right fit based on program hours.

#### **Vacations and Protected Leave**

- PEL will honor requests to hold a PFA spot for **up to four consecutive weeks** for extended vacations and **up to 12 weeks for qualified protected leaves** such as sick leave and maternity or paternity leave.
- Families requesting a hold would notify their PFA Provider. Providers would make note of the start date and notify their Preschool Specialist / Coordinator via email with the child's name, nature of request, and start date of hold.
- Providers should continue to complete attendance in the Bridge Care Portal each month.

#### **ATTENDANCE FAQ:**

[Preschool for All Attendance FAQ](#)