



## ATTENDANCE/ABSENCE INSTRUCTIONS

**PARENT OR OTHER ADULT AUTHORIZED** by the parent to drop off/pick up a child must:

- ◆ Enter the time of arrival and departure on a sign-in/sign-out sheet
- ◆ Sign with your full legal signature (How it appears on the application for services)
- ◆ When an authorized adult as indicated on the child's emergency card picks up a child for the first time their identity will be verified through inspection of their valid government ID, and they will be asked to sign in their full legal signature next to their name on the emergency card in addition to the sign-in/out sheet

**IF A CHILD HAS AN UNPLANNED ABSENCE** the parent must inform center staff prior to 8:15am of the reason and date(s) for the absence(s). All absences must be documented on the sign –in/out sheet and include the name of the child, date of absence, reason for absence and full-signature of the parent or center staff if verification is made by telephone.

Please note that the reason for the absence must be specific to determine if the absence is an excused, best-interest day or unexcused absence. Absences are defined as follows:

Excused Absence:

- ❖ Child or parent illness, ailment, communicable disease, injury, hospitalization or quarantine
- ❖ Child or parent doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy appointment
- ❖ Time spent with a parent or relative as required by a court of law. A copy of the court order must be on file
- ❖ Family emergency for unplanned situations of a temporary nature that may include court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling

Best Interest Day (Limited to 10 days between July 1 - June 30):

- ❖ Visiting or vacation time with family, relatives or friends (not court-ordered)
- ❖ Religious observance, holiday or ceremony
- ❖ Personal or family business
- ❖ Family moving
- ❖ Child attending a party

Unexcused Absence (Limited to 5 days between July 1 - June 30):

- ❖ Absence not reported or recorded on the sign-in/out sheet
- ❖ Absences exceeding ten (10) best interest days