

Children's Center Attendance Policy

Families participating in our program must establish good attendance habits with their children. Children need to be in class and on time on a daily basis to allow them every opportunity to learn.

If your child is going to be absent for any reason, please call your child's center as soon as possible. If the center is not notified, the child's center will call that day to verify your child's absence. If your child is absent five (5) consecutive days without contact, your childcare services will be affected. Children who have chronic (excessive) absences due to illness will be asked to provide documentation from their medical professional (doctor, dentist, or nurse). Families with irregular attendance or excessive absences who cannot provide supporting documentation will jeopardize their childcare services.

The State of California allows ten (10) "Best Interest Days" per child per program year. These do not have to be consecutive days missed and do not include days absent due to illness, family emergencies, medical appointments, or court-ordered visitations. If your child's ten best interest days are exceeded, your child will be terminated from the program.

Parents/guardians are required to complete and sign the child's monthly attendance sheet each time their child is absent from the program. Please review the excused/non-excused absence definitions below:

Examples of excused absences are as follows:

- Vacation- 10 Best Interest Days (BID)
- Illness of parent/sibling
- Child visiting other parent per court order, and a copy of the court order is in the child's file.
- Quarantine of child or parent due to contagious illness (whooping cough, strep throat, pink eye, etc.)

Examples of unexcused absences are as follows:

- Parent/child does not feel like coming.
- Chronic transportation problems (i.e., flat tire, missed the bus, etc.)
- Alarm did not go off
- Insufficient documentation of a child's absence
- Parent not reporting reason for absence
- Sibling out of school

For questions regarding the Children's Center Attendance Policy, please contact you Children's Center Coordinator at the following numbers:

Laney – (510) 464-3575

Merritt- (510) 436-2436

I have received a copy of the PCCD Children's Center Attendance Policy, and I understand the policy.

Child's Name _____

Parent/Guardian Signature _____

Staff's Signature _____

Date _____