



Whitmore Lake Early Childhood Attendance Policy

Head Start/GSRP

Students are expected to be at school on time each day class is in session. Students learn better when they are able to follow a routine; missing multiple days or excessive tardiness/leaving early has a negative effect on the student and is disruptive to the class.

Program requirements state that a student's absence rate should be less than 10%; students with excessive absences may be dropped from the program. The program must have a monthly attendance percentage of at least 85%. If this is not met, the program could lose funding, or possibly be closed. It is extremely important that students are here on a regular basis.

The following attendance policy outlines the expectations for student attendance for the Head Start and GSRP programs.

- Student absences must be called in to the attendance line no later than 9:00 am. This is when lunch counts will be given to the kitchen. The Family Service Worker or the teacher will be calling by 9:30 am if you have not called the attendance line.
- **All absences must be reported.** Unreported student absences will be marked unexcused.
- A student will be marked tardy if s/he arrives after the class has entered the classroom. Students who are picked up before the class has been brought down to the gathering area will be marked as early pick-up. All students who arrive late or are picked up early **MUST** be signed in/out in the office with a specific reason.
- Daily attendance will be recorded in the classroom and reported to the office. The Family Service Worker will contact families that are deemed to have problems keeping regular attendance (including late arrivals and early pick-ups). A Family Partnership or other agreement may be required to keep the student enrolled in the program.
- If it is determined that a child cannot keep regular attendance, s/he may be dropped from his/her program. A child that is dropped from his/her program will be placed on a wait-list until such time that s/he can attend school on a regular basis and when an opening becomes available.

ATTENDANCE LINE: 734-449-4464 ext. 862