

(b) Age Requirements. (Standard 1302.12(b))

(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located. Not Applicable to CSNT Head Start.

PROCEDURE

- 1. Children must turn one year old before their start date to be eligible for enrollment in Early Head Start.**
- 2. Children are eligible for Early Head Start services until they are able to transition into the Head Start Program upon their third birthday.**
- 3. Children must turn three years old on or before September 1 to be eligible for enrollment at Campuses that the child will be dually enrolled with the ISD. (Children with professionally diagnosed disabilities are eligible for enrollment upon their third birthday).**
- 4. Children will be accepted on or after their 3rd birthday at locations that the child is not dually enrolled in the ISD. (Pittsburg location only)**
- 5. Children that are eligible to receive kindergarten services are not eligible for Head Start services.**

ATTENDANCE (Standard 1302.16)

(a) **Promoting regular attendance.** A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's wellbeing.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

(i) Provide information about the benefits of regular attendance;

(ii) Support families to promote the child's regular attendance;

(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,

(iv) Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must take appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in 1302.17.

PROCEDURE

1. If parent has not contacted the program within one hour of start time, a phone call will be made by Family Service Worker to ensure the safety of the child.
2. If absenteeism continues a home visit will be made.
3. A note from the parent or doctor/dentist should be provided on the child's return to school and will excuse a child's absence.
4. The following are acceptable reasons for excused absences:
 - a. A child is hospitalized.
 - b. A child is incapacitated due to serious injury.
 - c. A child contracts a communicable disease (virus or flu, etc.)

- d. A child has other health related ailments which temporarily prevent attendance such as asthma.
 - e. There is a death in the family.
 - f. A child cannot attend class because he/she has received a medical treatment or therapy at the time school was being held.
 - g. The child's attendance is affected by a family situation.
 - h. Weather conditions.
 - i. Transportation, water and heater problems may necessitate closing the campus.
5. Family Service Staff look at individual attendance data within the first 60 days of school to identify children that are at risk of missing more than ten percent of the year.
 6. Family Service Administrator attends the first parent meeting of the year at each campus and stress the importance of attendance to the parents.
 7. Family Service Staff work with the family and encourage regular attendance. If a situation prevents child from attending the program, Family Service Staff should use available resources to help the family reengage in the program.
 8. If child does not reengage in the program and staff has had no contact with the family after two weeks, the slot will be considered an enrollment vacancy.
 9. If a home visit is made with the family, the discussion centers on the reasons for the absence and any assistance program can provide the family to encourage regular attendance and the importance to the child and the program for the child to attend regularly.