

Attendance in the Classroom

Studies have shown that strong relationships between classroom staff and families have a positive impact on child attendance. Teachers are often the first contact with families and children on a daily basis which is a critical piece of a strong attendance focus.

Receiving Students/Parents

* Students and families are personally greeted at the start and end of each day. Staff are expected to know the names of all family members dropping off and picking up on a regular basis.
* Families and children are welcomed into the classroom at arrival even if it is after the class start time. There is no cut off time after which we will not accept students.
* Thank you sign is posted in a prominent place each day.
* Attendance and/or sign-in sheets are easy to locate in the classroom.
* Sign in sheets have clear directions for signing in and out. Help is given to people signing in/out for the first time
* Sign in sheets are legible.
* Students are accounted for each day of the week. Each absence has a reason documented.
* Staff have clear protocols on how attendance is tracked and parents have been informed of the process.

Classroom Environment

* Students are greeted personally by staff each day.
* If a child was absent the day before, teachers make a point to tell them how happy they are that the child is back today.
* Each day, students participate in an activity that recognizes their friends who are present.
* Pictures or nametags for each student are prominently displayed into the morning ritual.

Attendance Focus

* Attendance information is posted in a public area of the center where all parents can see it.
* Attendance is discussed with families as part of the individualization and goal setting process during home and center visits and documented on visit paperwork as needed.
* Staff acknowledge families’ efforts and successes to get their child to school and work to identify barriers that may exist to consistent attendance.