

## Infant Toddler Contracted Slots Attendance Action Plan Sample

The maximum number of allowable annual absences for a child funded in the Infant Toddler Contracted Slots (ITCS) program is 40 days. Annual absences are counted from July 1<sup>st</sup> through June 30<sup>th</sup> and are based on the child's approved schedule. Consecutive absences should not exceed 5 unless approved by the program. By signing the enrollment agreement, families are consenting to abide by the child attendance policy for ITCS. This policy is implemented to support the continuity of care for the child and provide the maximum benefit of the program.

When children have more than 5 consecutive unexcused absences or 20 total absences, the program and family, together, must develop an attendance action plan to determine ways to support the child's regular attendance in the program. It is important to identify any barriers to consistent attendance and supports that be necessary.

According to program records, as of **(date)**, **(child's name)** has been absent for **(number)** days.

To improve (child's) attendance, I **(program representative)** commit to the following:

1. \_\_\_\_\_

2. \_\_\_\_\_

To improve (child's) attendance, I **(family representative)** commit to the following:

1. \_\_\_\_\_

2. \_\_\_\_\_

We will review this action plan to assess progress on this date: \_\_\_\_\_

Family Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updates to action plan:

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