

## Contracted Slots Attendance Action Plan

The maximum number of allowable annual absences for a child funded in the Contracted Slots 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 provider. By signing the enrollment agreement, families are consenting to abide by the child attendance policy for Contracted Slots. 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 provider 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 the supports that are necessary.

According to attendance records, as of {date}, {child} has been absent for {number} days.

To improve {child's} attendance, I {provider} commit to the following:

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

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

To improve {child's} attendance, I {family} commit to the following:

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

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

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

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

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_