East Hartford School Readiness Council
Policies and Guidelines
School Readiness Attendance Policy/ Definition of Slot Types page 1 of 2
Reference (B-04/GP 14-05)

<u>**Attendance**</u>

It is the responsibility of each funded EHSR sub-grantee to make concerted efforts to ensure School Readiness slots are utilized by families. Each EHSR sub-grantee must have an established protocol in place that maximizes attendance and ensures children receive the benefits the EHSR sub-grantee has to offer. This protocol must detail timelines and means of communication when a child is absent from the EHSR sub-grantee. This plan should include:

- How many days a child can be absent before first contact is made to the family
- The means of communication (phone call, letter, home visit) with the family
- The EHSR sub-grantee person responsible to make contact with the family
- Documentation procedure
- Follow-up contact timeline, person responsible, communication method and documentation
- Point in timeline at which space is classified as vacant and available to new enrollment (through family notice that child is being withdrawn, not returning or lack of contact with family has caused the space to be deemed "abandoned")
- Procedure to enroll new family in the slot (contact the East Hartford School Readiness Office to report open slot, utilized wait list, advertise, etc.)
- Documentation of this plan/protocol is to be available to the East Hartford School Readiness Administrator as requested as part of the monitoring procedure

This plan should be included in the parent handbook.

The EHSR Council recommends the following policy at a minimum:
A child may not be absent more than 15 consecutive days for non-health related reasons. A child should be considered dis-enrolled if absent more than 15 consecutive days. A child who does not attend on a consistent basis, for non-health related reasons, may be dis-enrolled by the EHSR program.

<u>**Definition of Slot Types**</u>

- **Full-Day/Full Year-(referred to as Full-Day program)**
  Provides early care and education services for children 10 hours per day, 5 days per week, year round. Children eligible for these sub-grantees must be consistently in need of services for a minimum of *6 hours per day, 5 days per week, 50 weeks per year*. Priority is given to families that are working, job training or going to school full time.

- **School-Day/School-Year – - (referred to as School-Day program)**
  Provides early care and education services for children 5 days per week, a minimum of *6 hours per day* for a minimum of 180 consecutive days. The child is expected to attend all six hours per day.
- **Part-Day/Part-Year Sub-grantee (referred to as Part-Day program)**
- Provides early care and education services for children for a minimum of *2 ½ hours per day, 5 days per week, for a minimum of 180 days* per year. The child is expected to attend the full 2 ½ hours per day.
- **Extended-Day Sub-grantee (referred to as a Wrap-Around program)**
  Provides early care and education services that extend the hours, days and/or weeks of programming for children who are in an existing Part-Day/Part-Year or Part-Day/Full-Year program, not funded by the School Readiness grant, in order to provide the *equivalent of Full-Day services for these children for 10 hours per day, 5 days per week, for 52 weeks*. Children eligible for these slots must be consistently in need of services from the combined Part-Day and Extended-Day slots for a minimum of *7 hours per day, 5 days per week for 52 weeks.*

Determining Distribution of Space Types

- 50% of the EHSR spaces must meet the requirements for Full-Day/Full-Year space types
- All EHSR space types must meet the minimum requirements regarding hours, days, and weeks
- EHSR Councils are responsible for ensuring that the practices and policies related to enrollment and eligibility are followed by all EHSR sub-grantees
- 60% of enrolled EHSR program families must fall below75% of the State Median Income
- School Readiness was formulated around the concept that programs meet the needs of working families