

HOOVER INTERGENERATIONAL CARE, INC.

CHILDREN'S ABSENCE POLICY

Children must be signed in and out with a full signature at arrival and departure daily, this is both a regulation of licensing and HIC's funding agency.

If there is a discrepancy between parents contracted hours and those indicated on the sign-in sheets, parents will be notified and a change in the contracted hours may occur.

Because the Department of Education funds the child care for subsidized families, the following absence policy has been established for this program.

If your child/ children are absent on 10 occasions for reasons not acceptable by the State Department of Education Code 8208 (d), your child/children will be DROPPED from HIC's Child Development Program.

ATTENDANCE CONDUCT

1. The parent is expected to notify the school by telephone when the child will not be attending his or her normally scheduled program, each day, and state the reason for the absence.
2. If a child is absent from school for any reason, upon returning please advise a teacher of the reason for the absence and note on the school sign-in sheet the reason for each day of the absence and initial your statement.

ABSENCE POLICY

In the event of an absence, parents must notify the HIC Office at hicteam323@gmail.com on or before the day of the absence. This helps us to plan our day in terms of staffing and meals.

- Identify the illness of the child or parent- "sick" is not enough, you must indicate the actual illness such as cough, runny nose, conjunctivitis (pink eye), tonsillitis, strep throat, scarlet fever, etc.

Excused Absences - Illness

Unlimited number with notification from parent regarding the illness. 1.

ILLNESS

- A child with any contagious disease may return to school after being on a Doctor's prescribed medication for at least 24 hours. Some examples:

Conjunctivitis (Pink Eye)	Strep throat	Scarlet fever
Ear infection	Runny nose	Pin worm
Ring worm	Cough	Diarrhea
- Medical appointment
- Quarantine
 - A child with CHICKEN POX may return to school only after all the lesions are scabbed and no new ones have formed (a minimum of 7 days).
- Illness or quarantine of their parent

Note: Please record in the sign-in book the reason for your child's absence and include your initials. I.e. cold, cough, medical appointment, runny nose, parent sick, conjunctivitis (pink eye), tonsillitis, strep throat, ring worm, pin worm, scarlet fever, ear infection, etc

Excused Absences - Non Illness

1. FAMILY EMERGENCY

- Family & legal emergencies that prevent the parent from bringing the child to the childcare center on a temporary basis (such as transportation problems, divorce or separation of the parents, etc.)

2. BEST INTEREST

- Child or family vacations

- Visits with a non-custodial parent or grandparent
- Recreational trips with a child's family
- Time spent with a parent or sibling to bond that maybe needed for Social or Emotional reasons as defined by the parent
- Time needed to attend non-immediate family-member and friends funerals

Source: CDD Funding Terms and Conditions / HIC Parent Handbook
 Revised January 8, 2009 REVISED 312013

- Time spent to visit family or other friends and relatives in the hospital or at home while ill
- Other situations that the Director determines are in the clear best interest of the child
- Court ordered visitation. Have a copy of court order in file.
- Child spending time with a parent or relative as required by a court of law

If the absence is claimed by H.I.C. as an "excused absence", the attendance accounting records shall contain verification that includes:

1. The name of the child;
2. The date(s) of absence;
3. The specific reason for the absence; and
4. The signature of the parent or the contractor's authorized representative if verification is made by telephone.

Unexcused Absences (10 days total per fiscal year) State Department of Education Code 8208(d)

1. Any absence when no reason is given or when there is no clear indication of the reason such as child "ill" , "sick" or "didn't want to come. "
2. Absence due to automobile failure when alternate means of transportation is available.
3. Parent works or attends school three days a week and stays home with child the other two days.
4. Child stays home because bad weather makes it inconvenient to attend.
5. Vacations out of the State or Country longer than 10 days. Limited term service leave.

Parent's Acknowledgement of H.I.C. Operational Policies

Note: This copy is for child's file.

I acknowledge that I have read and received a copy of the Children's Absence Policy set forth by the California Department of Education and Hoover Intergenerational Care, Inc and do hereby agree to abide by said policies.

Child's Name _____

Parent's Name _____

Parent Signature _____

Staff Signature _____

Date _____