



**Ben Shelly
President**

**Rex Lee Jim
Vice President**

NHSPC 224-01-2014

**RESOLUTION OF THE
NAVAJO HEAD START POLICY COUNCIL**

NAVAJO HEAD START POLICY COUNCIL SUPPORTS AND APPROVES THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISION OF POLICY & PROCEDURES (INCLUDING FORMS, PROFESSIONAL DEVELOPMENT, FLOW CHART & TRACKING) AND SERVICE DELIVERY PLANS 2013-2014 IN THE AREA OF ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE (ERSEA).

WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
2. Pursuant to 45 CFR 1304-50. Program Governance and Appendix A. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45CFR 1304.51(a)(1)(iii) Management Systems and procedures-Program planning must include: the development of written plans(s) for implementing service in each of the program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnership, and program Design and Management);
4. Pursuant to 45 CFR 1304.51 (a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. Pursuant to 45 CFR 1305.1 Purpose and Scope. This part prescribes requirements for determining community needs and recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children in Head Start programs and explains the policy concerning the charging of fees by Head Start programs.
6. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: **(a)** in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and **(b)** through the provision to low-income children and their families of health, educational nutritional social, and other services based on family needs assessment; and
7. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
8. The Navajo Nation Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

NOW, THEREFORE BE IT, RESOLVED:

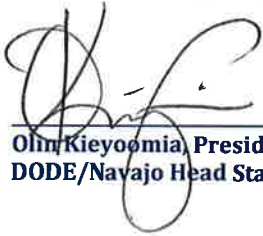
Supports and approves the implementation of the Navajo Head Start Annual Revision of Policy & Procedures (including forms, professional development, flow chart & tracking) and Service Delivery Plans 2013-2014 in the area of Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA).

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the DoDE Education Building which a quorum was present and that it was passed by vote of 11 in favor, 0 opposed, and 3 abstained, this 23rd day of **January 2014**.

Motion by: Brady Clark

Second by: Paul Cowboy



Olin Kieyoomia, President
DODE/Navajo Head Start Policy Council



Ben Shelly
President

**DEPARTMENT OF DINÉ EDUCATION
THE NAVAJO NATION**

P.O. Box 670 · Window Rock, Arizona 86515
PHONE (928) 871 – 7475 · FAX (928) 871 – 7474



Rex Lee Jim
Vice-President

NNBEJA-NHS-012-2014

**RESOLUTION OF THE
NAVAJO NATION BOARD OF EDUCATION**

Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services.

WHEREAS:

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; and
2. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. [10 N.N.C. § 106 (A)] The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”) [10 N.N.C. §106 (G)(3)]; and
3. The Department of Diné Education (hereinafter the “Department”) is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations; and,
5. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services

BOARD OF EDUCATION

*Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bernadette Todacheene, Secretary
Members: Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch
Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools*

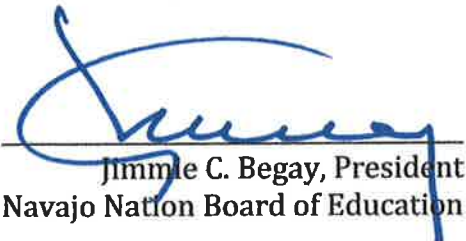
6. The Board acknowledges the Navajo Head Start Resolution #224-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Katherine D. Arviso and seconded by Gloria Johns and that the same was passed by a vote of 5 in favor; 0 opposed; 0 abstained, this 29th day of January 2014.



Jimmie C. Begay, President
Navajo Nation Board of Education

NAVAJO HEAD START ELIGIBILITY, RECRUITMENT, ENROLLMENT, SELECTION, ATTENDANCE POLICY AND PROCEDURES

ERSEA 01 COMMUNITY ASSESSMENT

Navajo Head Start's foundation for all program activities is determined by its Community Assessment.

Scope:

Community Assessment is a collection and analysis of information with a targeted assessment and making decisions about the needs for services. Community Assessment Report identifies current trends, potential partners, support advocacy and marketing. Community Assessment will also propose appropriate program options and staffing patterns; suggest improvements, correctly identify recruitment and enrollment patterns and trends; Justify budget levels; and Identify community resources.

Policy:

Community Assessment is required to meet Federal Requirements, Decisions Making and Program Planning, Applying for Funds, Responding to Trends, Changing Policies and Programs, Internal Education, Community Resources, and Advocacy. Community Assessment is completed once every three years and reviewed each of the two years following completion for significant changes.

Note: Any changes made to program options after completion of Community Assessment requires proper approval from Office of Head Start.

Procedures:

Steps to Community Assessment:

Step 1: Grants and Compliance Quality Assurance Manager plans and organizes the community assessment team. The team will consist of ERSEA/Family Engagement Specialist and ERSEA Liaisons.

Step 2: Collection of data for community assessment includes demographics of Head Start eligible children and families; Number of Children with Disabilities; data regarding the education, health, nutrition, and social services; and resources within local communities.

Step 3: Community Assessment team will use internal/external data sources to estimate unmet needs of families.

Step 4: Complete Community Assessment is forward to Community Quality Assurance Manager for Approval/Disapproval from the Policy Council and Governing Body.

Step 5: Community Assessment data is used to help the Assistant Superintendent, Head Start Managers, Governing Body and Policy Council to determine programs philosophy, long range and short range program objectives, determine recruitment area, determine appropriate center and home based programs; and setting criteria that define types of children and families who will be given priority for recruitment and selection.

NAVAJO HEAD START ELIGIBILITY, RECRUITMENT, ENROLLMENT, SELECTION, ATTENDANCE POLICY AND PROCEDURES

ERSEA 02 ELIGIBILITY

Determining eligibility by income and age.

Scope:

Children are eligible to participate in Head Start or Early Head Start center or home base programs if they are from low – income families or families receive public assistance. Navajo Head Start must serve all income eligible children before enrolling high income families.

Policy: Performance Standard: § 1305.4 Age of children and family income eligibility. (a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located.

Procedures:

Head Start and Early Head Start Cut of Date is September 4 to determine age eligibility.

A.) Navajo Head Start Eligibility Requirements - Age

Birth Certificate is used to determine age eligibility. If a birth certificate is unavailable a birth announcement or immunization from the Health Care Facility documents will be utilize.

1. Early Head Start Services
 - a. Pregnant Women Program: Provides services for expectant mothers.
 - b. Infant and Toddler Program: Provides services for children zero to three years of age.
2. Head Start Services
 - a. A child must turn 3 years old by the cut –off date September 1.

B.) Navajo Head Start Eligibility Requirements - Income

1. Navajo Head Start must serve low income eligible families and special needs children before enrolling high income families To be categorically eligible family must be receiving Supplemental Social Security Income (SSI); Family is Homeless; Child is in Foster Care; Family is on Public Assistance.
2. To be income eligible at least 90 percent of the children who are enrolled in Head Start or Early Head Start programs must be from low-income families. The Navajo Head Start program may enroll 49% maximum of its funded enrollment with high income families who meet the criteria from families whose incomes exceed the low-income guidelines but who meet the criteria
3. Navajo Head Start may enroll 49% maximum funded enrollment with high income families who meet the following conditions:
 - All children from Indian and non-Indian families living on the Navajo reservation that meet the low-income guidelines who wish to be enrolled in Navajo Head Start are served.
 - Navajo children living in the non-reservation service area will be provided Navajo Head Start services.
4. Navajo Head Start Staff must verify income before determining that a child is eligible to participate in the Head Start or Early Head Start program: (Income Verification Form) (Income Guidelines)

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- a. The family earned income status will be scored according to the national poverty income guideline. (Eligibility Form and Family Income Guidelines)
- b. Income must be verified by one of the following documents: Income Tax Form 1040, W-2, NNSPR (TANF) Documentation, Pay Stub or Pay Envelopes, Unemployment, Written Statement from employers, Foster Care Reimbursement and SSI Documentation., Families without income must document current status of income to 12 months prior and signed by the Parent/Guardian. Staff must retain a copy for Audit Purposes.
- c. Evidence of family income considered during the 12 months preceding the month in which the application is submitted or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

Income is verified for all new applicants, children who are re-enrolling, and children who have remained on the waitlist at end of school year. Returning children remain eligible for 2 consecutive years.

Calculating Income:

- Weekly Pay: (4) Four Pay Stubs (gross pay) x 52 equals annual amount.
- Bi Weekly Pay: (2) Two Pay Stubs (gross pay) x 26 equals annual amount
- Twice a month: (2) Two Pay Stubs (gross pay) x 24 equals annual amount
- Monthly: (1) Pay Stub for one income family and (2) Two Pay Stubs for two income family x 12 equals annual amount

NHS ERSEA 03 HOMELESSNESS

Navajo Head Start will provide services to Homeless families.

Scope: To provide guidance to Navajo Head Start Staff and Families the definition of Homelessness.

Policy: Navajo Head Start follows the McKinney-Vento Homeless Assistance Act:

Definition: According to section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), the term "homeless children and youths"—

(A) Means individuals who lack a fixed, regular, and adequate nighttime residence ...; and

(B) Includes—

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ...
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

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(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Procedures:

1. Navajo Head Start will assist homeless children and their families in an attempt to address the barriers that decrease children's ability to enroll and participate in the Program. (Head Start and Early Head Start).
2. Avoid using the term "homelessness" and use terms such as "temporary living arrangements".
3. To avoid misinterpretation of homeless categorically eligible, the monitoring staff will verify the homelessness of the family.

ERSEA 04 HEAD START AND EARLY HEAD START RECRUITMENT

Navajo Head Start Recruits throughout the year for Prenatal to Five year olds.

Scope: To provide guidance to families and children interested in Head Start and Early Head Start.

Policy: To recruit and maintain a waiting list of all eligible children, including child with disabilities.

Procedures;

Navajo Head Start begins a mass recruitment drive in March and is ongoing annually by posting recruitment information, public service announcement and children on the waiting list are contacted.

Step One: Grants Compliance Quality Assurance Manager plans and organizes a recruitment team. Recruitment Team consist of Head Start Staff selected according to Human Resource Regulation. Recruitment areas includes: Flea Markets, Post Office, Laundry Mats, Local Shopping Centers, WIC office, Youth Development Office, Chapter Meetings, Work Force, Health Fairs, Child Finds, Hospitals, and Clinics.

Step Two: Recruitment Publicity Log is used for documenting recruitment information posted and family contacts.

Step Three: Grants Compliance Quality Assurance Manager, ERSEA / FE Specialist, Information Media Specialist, Information System Technician develops brochures, advertisements in newspaper and public service announcement, fliers and posters for recruitment.

Step Four: Applications are provided prior to beginning of enrollment year, during recruitment, and during the school year. Applications are filled out with families in order to assure information needed for selection is completed. Application is then entered into CHILD PLUS as complete and verified and put on the waiting list with the date application was entered. (Application Packet: Child Plus application, eligibility verification form, and Eligibility Selection Criteria form).

During the school year, families who are interested in Head Start and Early Head Start Services can apply using the application available at Navajo Head Start Web Site: navajohs.org

NOTE: Refer to Disability Policy and Procedures for recruiting children with special needs.

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ERSEA 05 SELECTION PROCESS

Navajo Head Start implements this formal process for selection of children.

Scope: Navajo Head Start must serve low income eligible families and special needs children before enrolling high income families

Policy: Navajo Head Start Program has selection criteria and practices that ensure the program prioritizes children for enrollment.

Procedures:

A. NAVAJO HEAD START Predominant 3 year olds.

1. Enrollment opportunity slots are based on OEH recommended capacity.
2. Head Start Classroom with **predominant three (3) year olds** shall not exceed enrollment opportunity of 17 slots.

1. Grants Compliance and Quality Assurance Manager will plan and organize the selection process prior to school beginning.

Step One: ERSEA/FE Specialist and Student Data Base Manager will print the Child Plus – Enrollment Priority Listing (waitlisted/new along with Terminate/Wait)

Step Two: In July Navajo Head Start established a Selection Team. Selection Team consist of: Student Data Base Manager; Grants Compliance and Quality Assurance Manager; ERSEA/FE Specialist, Early Head Start, Disability/Mental Health Specialist.

Step Three: Student Data Base Manager will apply the acceptance date to all children who have been selected.

Step Four: ERSEA Liaisons and Family Engagement Liaison will notify by mail or phone to begin the enrollment process.

2. ERSEA/FE Specialist and Student Data Base Manager will continue to select children July to October in collaboration with the ERSEA Liaisons to filling the Funded Enrollment.

Step One: Fill any vacancies left from the July selections and vacancies continually occurring

Step Two: Call ERSEA Liaisons weekly to update any vacancies or withdrawals

3. ERSEA Liaisons and Student Data Base Manager will continue to select children November to May to fill any vacancies continually occurring.

Step One: Fill any vacancies that occurred from October

Step Two: ERSEA Liaison will call Student Data Base Manager and ERSEA/FE to update weekly

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ERSEA 06 ENROLLMENT / RE-ENROLLMENT

Navajo Head Start initiates the Enrollment/Re – Enrollment process with the following procedures.

Scope: Each child enrolled in NAVAJO HEAD START is allowed to remain in NAVAJO HEAD START until kindergarten or first grade. The Program may choose not to enroll a child when there are compelling reasons for the child not to remain in NAVAJO HEAD START, such as when there is a change in the family's income and there is a child with a greater need for NAVAJO HEAD START services.

Policy: Navajo Head Start Program to ensure maintenance of funded enrollment and at least 10% of Enrollment of Children with Disabilities.

Procedure:

Enrollment Process:

1. Children selected are given an acceptance date which families are notified to complete the enrollment process. Families must complete the enrollment packet and update emergency contacts that may have changed during the application intake.
2. Enrollment Packet consists of Parental Consents for Transportation, Health, Education, Attendance/Participation, Photo /Videos, Family Partnership and Social Emotional – Parent.
3. While waiting for the Child File from the region office, parent/guardian must review the Emergency Contact (Child Plus Print Out) to ensure information is correct to alleviate delay of child(s) entry (first day). Child file should not be the purpose of delaying child's attendance.
4. Enrollment Parental Consent Form is signed, the date of signature by the Parent/Guardian is entered into Child Plus as the ENROLLMENT DATE.

Re-Enrollment Process:

1. Families who withdraw their child(ren) or Dropped due to absenteeism must re-enroll.

Step One: Using application on file, family must update using a red pen initial and resign application with current date.

Step Two: Enrollment Parental Consent must be updated using a red pen initial and resign enrollment parental consent form.

Step Three: Notify Student Data Base Manager / ERSEA/FE to re-enroll child(ren) at specified location.

NOTE: If the vacant slot is filled and the center or home base has met its funded enrollment, the child(ren) will be place back on the waiting list until a vacant slot occurs.

2. If the number of low-income, age eligible and high priority children waiting to enroll exceeds the number of openings, the application selection team may choose not to re-enroll high income children
3. Early Head Start Services:
 - a. Child remains income eligible up to age 3.

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- b. Only the Income must be Re-Verified for age 3 Transitioning into Head Start Program
 - c. Child age 3 will continue with Early Head Start up to age 3.2; whenever possible, the child will receive Head Start services until enrolled in kindergarten school.
4. Head Start Services: Child remains income eligible for two (2) years.
- a. Income is Re-Verified upon any changes or break in services.

VACANCY:

- a. All vacancies must be filled within **30 calendar days**.
- b. The program shall not fill a vacancy when 60 calendar days or less remain in the program's enrollment year unless Assistant Superintendent determines if enrollment should continue to meet programs funded enrollment.

TRANSFERS:

- a. Transfer request form must be filled out by staff or parent depending on situation at time of request (Phone/In Person). Upon request, a slot must be available for automatic transferring.
- b. If a slot is unavailable the child has to be Terminate / Wait. Staff must forward folder to specified location working with Family Engagement Liaison and ERSEA/FE Spec. to ensure child is re-enrolled in the location of interest.

ERSEA 07 ATTENDANCE

Navajo Head Start program keeps track of attendance and absenteeism.

Scope: The program monitors daily attendance for center-based programs and ensures that no child's enrollment in any program option and is not required to pay a fee.

Policy: Navajo Head Start utilizes Child Plus Student Data Base System to document Daily Attendance for center base and home base programs.

- A. Center Base programs operating 4/1 program option must meet 128 child contact days and 5/0 program option must meet 160 child contact days.
 - 1. Navajo Head Start Center Base must maintain an 85% Average Daily Attendance (ADA). When the monthly average daily attendance falls below 85 percent, the School Readiness Manager/Coaches and ERSEA/FE Specialist will analyze the causes and address the Low ADA.
 - 2. Daily Attendance must be recorded in Child Plus by the Head Start Teacher.
 - 3. ERSEA/FE, Student Data Base Manager, ERSEA Liaison, Family Engagement Liaison and School Readiness Coach will monitor Attendance daily, weekly and monthly.
- B. Home Base Participant will receive the required home visits per month set by the Navajo Head Start Program.
 - 1. Weekly scheduled Parent/Child Home Visits shall be recorded on the **DAILY ATTENDANCE RECORD FORM** in Child Plus: P – Present; A – Absent; and N – Not Scheduled

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2. Socializations are not counted as a home visit. This shall be recorded Best Interest Day – Socializations to indicate child's participation in the scheduled socialization activity in child plus. If a child is absent during a socialization activity, the child would be considered absent indicated with an (A).
2. Home visitor is required to meet a minimum of 32 home visits and 16 socialization days per school year. For Early Head Start required home visits is a minimum of 44 home visits and 24 socializations per school year.

Scenario: Rena was home for three of her weekly scheduled Parent/Child Home Visits; missed one of her weekly scheduled Home Visits: Monday (week 3) and Monday (week 4), and attended both socialization activities.

- The Home Visitor would not indicate an absence for the two Mondays. The Home Visitor shall note In child plus – Family Services Tab or Classroom Notes – Attendance (Entry Express Tab) reason for missed visits and reschedule each missed visit for a date and time within the same week to carry out the Home Visit Plans. Example: The Home Visitor rescheduled week 3 for Thursday @ 10:00 a.m., and week 4 for Thursday @ 10:00 a.m.
 - If no one was home at the time of the regular scheduled visit, the attendance will indicate an "(A)" for absent and reason "no one home" is indicated in Child Plus. This applies to any multiple absence for scheduled home visits when no one is home..
1. Three or more consecutive absence for both Home Base & Center resulting from temporary family problems that affect a child's regular attendance, the program will initiate appropriate family support procedures.

Step One: Head Start Center Staff conducts Home Visit and document reason. Center staff will notify the Family Engagement Liaison; ERSEA Liaison; and School Readiness Coaches

Step Two: Contacts the family to emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns.

Documented and determined whether child is absent or present off site (Best Interest Day in Child Plus):

- **Illness**
 - **death in the family**
 - **any health appointment**
- B. All absences shall be recorded In Child Plus – Entry Express Tab/Attendance . Patterns of attendance and absences can be tracked using this Data Base.
 - C. Written excuses (parent notes) are required and teaching staff will attach to the **PARENT CONTACT/FOLLOW UP FORM**
 - D. Chronic Absences are absences that are persistent and unjustified by parent/guardian.

a. Center Base:

Step 1.) Three or More consecutive absences shall prompt a home visit by a teaching staff.

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Step 2.) The teaching staff shall complete the **PARENT CONTACT/FOLLOW UP FORM** and have the parent/guardian initial in the space provided on the form to indicate that such contact was made.

Step 3.) If absences continue even after the appropriate support procedures have been established with the family, the Teacher and the immediate supervisor may declare a vacancy. School Readiness Coach will notify the ERSEA Liaison to fill any vacancy. This same procedure will apply for EHS children.

b. Home Base:

Step 1.) The Home Visitor shall document any missed scheduled visit on the **PARENT/CHILD HOME VISIT PLAN FORM** and enter in the rescheduled time within the same week.

Step 2.) The Home Visitor shall notify the parent, in writing, the date and time of the next scheduled visit.

Step 3.) The Home Visitor, his/her immediate supervisor, and the parent will develop a plan to improve attendance.

Step 4.) If absences continue, Home Visitor and the immediate supervisor may declare a vacancy. School Readiness Coach will notify the ERSEA Liaison to fill any vacancy. This same procedure will apply for EHS children.

Step 5.) The Home Visitor will enter attendance in Child Plus – Entry Express Tab (Attendance).

E. Attendance Codes:

Center Base: (A) – Absent; (P) – Present; (Best Interest Day) – Present Off Site; (No Class) – for Weather or Facility Closures;

Home Base: (A) – Absent; (P) – Present; (Best Interest Day) – Socialization; (Not Scheduled) – Not Scheduled.

F. Reporting and Tracking:

Navajo Head Start tracks, monitors and generates reports using Child Plus Student Data Base System. The following reports provides Total Number of Contact Days, Days Present, Daily Attendance, Weekly Attendance, Average Daily Attendance; :

- A. 2301 Average Daily Attendance
- B. 2305 Month Attendance
- C. 2310 Daily Attendance by Classroom
- D. 2320 Individual Attendance
- E. 2330 Consecutive Absences

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ERSEA 08 POLICY ON FEES

*Navajo Head Start **DOES NOT** charge any fees for participation in the program.*

Scope: NAVAJO HEAD START does not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

Policy: Under no circumstances does this program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.

NHS 2013-2014 ERSEA Flowchart

