**Attendance**

***Updated 2022***

Your child’s potential for growth and development is maximized through consistent participation in the Early Intervention Program. It is very important that your child attend their pre-school setting, outpatient services, or therapy sessions.

***Excused absences*** are defined as those absences when a student is prevented from attending for mental, physical, or other urgent reasons. These can further be defined as illness, family emergency, death of a family member, health or dental appointments, natural disaster, or other extenuating circumstances deemed as excused by the program.

***Unexcused absences*** are absences that are not included in the above definitions of excused absences.

The program understands that children are susceptible to illness and may miss some days of participation due to illness. Absences due to illness will be considered an excused absence. Please call or notify your child’s teacher/therapist when your child is going to be absent.

***Attendance in Programming* – Case Manager**

Related Services/Therapy

* If a child misses two (2) consecutive therapy sessions, the therapist must contact the family via phone and/or email. If contact is made, the therapist and parent will determine if therapy session’s time/day is appropriate for continuation of services.
* If a child misses three (3) consecutive therapy sessions, the therapist must contact the family via phone and/or email. If contact is made, the therapist and parent will determine if therapy session’s time/day is appropriate for continuation of services. If contact is not made, a written notice will be sent home to family to contact their child’s Early Intervention case manager within ten (10) days.
* If a child misses four (4) consecutive therapy sessions, the therapist must contact the family and reconvene the IEP team for a meeting within ten (10) days of missed fourth session. Failure to attend this IEP meeting will result in the family receiving a letter of notice and exit NOREP.

Classroom Attendance

* If a child misses three (3) consecutive classroom days, the teacher must contact the family via phone and/or email. If contact is made, the teacher and parent will determine if program time/days are appropriate for continuation of services.
* If a child misses six (6) consecutive classroom days, the teacher must contact the family via phone and/or email. If contact is made, the teacher and parent will determine if program time/days are appropriate for continuation of services. If contact is not made, a written notice will be sent home to family to contact their child’s Early Intervention case manager within ten (10) days.
* If a child misses ten (10) consecutive classroom days, the teacher must contact the family and reconvene the IEP team for a meeting within ten (10) days of missed tenth day. Failure to attend this IEP meeting will result in the family receiving a letter of notice and exit NOREP.

*All forms of contact will be documented in program’s child management system. Copies of sent letters will be made for the child’s file*.

Should the child’s attendance result in dismissal of services, families are welcome to contact the Early Intervention Office at any time should they want to begin services again. The process will restart when timing is more convenient for the family.