



<ul style="list-style-type: none"> <li>○ Home Visit Form for documentation purposes (Located on the website)</li> <li>• Home Visit and Follow-Up documentation must be entered into Child Plus. Go to the Attendance tab under child’s name; click “Add Follow Up”; then fill in appropriate boxes to document all follow up attempts, including-all phone calls, messages, home visits, etc.</li> </ul> <p>3. After 5 consecutive days absent with no contact from the family, or if attendance concerns continue, a letter will be mailed to the parents/guardians as a last attempt to reengage the family in the program.</p> <ul style="list-style-type: none"> <li>• The parent/guardian has 5 additional business days from the date the letter is mailed to respond. If no contact is made and the program’s attempt to reengage the family are deemed unsuccessful, the child’s slot will then be considered vacant.</li> </ul>	<p>Family Service Manager</p>	<p>As Required</p>
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\*Contact is attempted within one hour of class beginning if a child is unexpectedly absent.\*

\*The family advocate must relay all attendance concerns via email to Family Services Manager immediately.\*