Infant Toddler Contracted Slots Attendance Action Plan Sample

The maximum number of allowable annual absences for a child funded in the Infant Toddler Contracted Slots (ITCS) program is 40 days. Annual absences are counted from July 1st through June 30th and are based on the child’s approved schedule. Consecutive absences should not exceed 5 unless approved by the program. By signing the enrollment agreement, families are consenting to abide by the child attendance policy for ITCS. This policy is implemented to support the continuity of care for the child and provide the maximum benefit of the program.

When children have more than 5 consecutive unexcused absences or 20 total absences, the program and family, together, must develop an attendance action plan to determine ways to support the child’s regular attendance in the program. It is important to identify any barriers to consistent attendance and supports that be necessary.

According to program records, as of (date), (child’s name) has been absent for (number) days.

To improve (child’s) attendance, I (program representative) commit to the following:

1. ________________________________________________________________

2. ________________________________________________________________

To improve (child’s) attendance, I (family representative) commit to the following:

1. ________________________________________________________________

2. ________________________________________________________________

We will review this action plan to assess progress on this date: ________________________

Family Representative Signature: ______________________________ Date: ________________

Program Representative Signature: ______________________________ Date: ________________

Updates to action plan:

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