

NMCAA HS/GSRP Remote Learning Attendance Guidance

**Marking Attendance on ChildPlus App**

When a classroom is closed for a period due to COVID-19, the Site Supervisor will let Program Support what classroom is closed and the duration of the closure. Program Support will mark all children Not Scheduled (N) for attendance. Classroom staff will not need to mark any attendance on the ChildPlus App for attendance.

Classroom staff will start recording contacts with families in the Communication Log on ChildPlus. Refer to the *Guidance for Attendance and Communication Log for Remote Learners* for communication log entries.

**Remote Learning Cease to Attend**

It is expected to have 4 contacts a week with families. This is a combination of phone calls, text messages, emails, video calls and group gatherings.

If a family has not had any contacts in a **week**, the teacher will call or contact the family to ensure everyone is ok.

If a family has not had any contacts in **two weeks**, the teacher will call the family or contact the family to discuss the importance of regular attendance a discuss creating a routine for learning and play in ways that will work for the family.

If a family has not had any contacts in **three weeks**, the teacher will do a drive by of the families’ home. If there is activity at the home the teacher can knock on the door to talk to the family using safety measures. If the staff are unable to make a home visit, the staff should attempt to complete a ***Remote Learning Attendance Success Plan*** with the family.

If a family has not had any contacts in **four weeks**, the teacher will discuss with the Education Coach and/or FES and ERSEA Manger to mail the ***Remote Learning Attendance Letter*** to the family.

If a family continues to not have any contacts during remote learning, the Program Director will make the decision whether to put the child on the waitlist and consider the slot vacant. The child/family current situations of trauma and/or homelessness, including offering potential support services will be considered prior to dropping or transferring.

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