

### **\*Guidance for Conducting Brainstorming**

*The purpose of coaching is to build the individual's capacity to solve problems (i.e., identify, evaluate, and implement effective solutions). Brainstorming should be implemented in a manner that prompts the individual being coached to take the lead role in identifying potential solutions/ideas. The potential solutions should include a mix of informal and formal resources and supports. Informal supports include family, friends, neighbors, acquaintances, etc. with whom families often "trade favors." Informal supports are often flexible and renewable, meaning the family can have ongoing access to the supports and the family contributes in some valuable way to the relationship. Formal supports include organizations, agencies, and businesses whose resources are reliable, but sometimes costly or nonrenewable. The following prompts can be used to ensure the practitioner provides ample opportunities for the active participation of the individual being coached.*

- *What else have you done/thought about?*
- *What other options can you think of? What are the advantages and disadvantages of each?*
- *Would it be helpful if I offer what I know?*

*After these (or similar) prompts, it is appropriate for the coach to offer up some additional ideas. After the ideas are on the table, the coach reinforces the leadership role of the individual by asking him/her what he/she thinks about the ideas.*

*The focus should be to help the family build and maintain a network of resources.*

### **Guidance from Head Start Performance Standards**

#### **§ 1305.8 Attendance.**

*(a) When the monthly average daily attendance rate in a center-based program falls below 85 percent, a Head Start program must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.*

*(b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by program staff must be documented.*

*(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.*

### **\*\*Informative Feedback about the Head Start Attendance Regulations**

Having your child at Head Start is important to us. We want to make sure you have the support you need so that [the child] can come to Head Start each day. Coming to Head Start every day is helpful to your child in many ways:

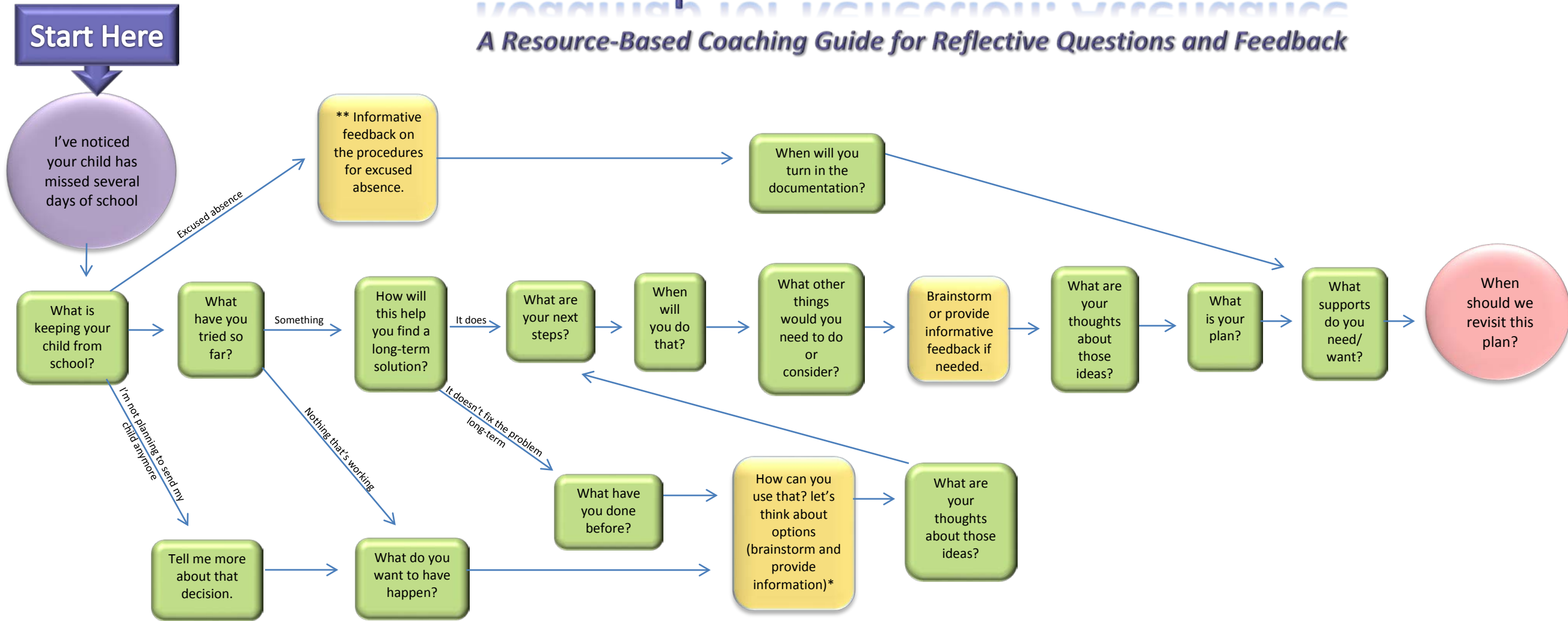
- It helps prepare him/her for what to expect in school
- It helps him/her build strong relationships with the teachers and other children
- He/she is an important member of the classroom community and feels a sense of belonging
- He/she learns the routine of the day more easily and participates more meaningfully
- He/she is exposed to all the special activities and experiences we planned to help him/her grow and develop

*These are only a few ways that coming to Head Start regularly can be helpful. I am sure you can think of many more. We are available to help you ensure that he/she attends each day. Please let us know how we can support you.*

*Let me share with you some information about our attendance policy so that you will know when and how to inform us of planned or unplanned absences....*

# Roadmap for Reflection: Attendance

*A Resource-Based Coaching Guide for Reflective Questions and Feedback*



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