



Addendum to Attendance Policies only applicable to Preschool Programs

Effective July 1, 2026

EFFECT OF THIS ADDENDUM: This Addendum supersedes and replaces all prior attendance policies, addenda, notices, and practices for Beanstalk's Preschool Programs to the extent they are inconsistent with this Addendum. All other provisions of Beanstalk's Attendance Policies that do not conflict with this Addendum remain in full force and effect. In the event of any conflict between this Addendum and any other Beanstalk policy or document concerning attendance in Preschool Programs, this Addendum controls.

ABSENCE POLICY:

We value our partnership with parents and families and understand that circumstances may affect your child's participation. If a child is absent from scheduled care at any time, the parent must contact the Beanstalk Center by phone, email, or the agency's Parent Engagement App on that contracted day and explain the reason for the absence. If the parent fails to communicate through these channels, center staff must attempt to contact the parent and record the reason for absence on the attendance sheet. We will count absences only if the child missed the entire day.

Please keep in communication with our program staff if any attendance challenges happen. Our goal is to work together to support your child's continued enrollment and success in our programs.

EXCUSED ABSENCES:

ABSENCES due to:

- Illness of child or parent/guardian, injury, hospitalization
- Government or self-imposed quarantine of child or parent/guardian due to potential or actual exposure to a contagious disease
- Appointments of child or parent/guardian for medical, dental, mental health, counseling and/or therapy
- Court-ordered parenting or visitation for time spent with a parent or relative as required by law (copy of court order must be on file with the agency)
- Unusual safety or travel conditions (as declared by local or state emergency personnel, emergency services, or police activity)
- Family Emergency for unplanned situations of a temporary nature, such as: lack or disruption of transportation. (see section below)
- Religious observance, holiday or ceremony of child's religion

- Absence to accommodate the needs of a child with a disability, including services received as part of the Individualized Education Program (IEP) or Individual Family Service Plan (IFSP)
- Days related to a family's participation in a due process or appeal process when the child's space must be held by the program.

FAMILY EMERGENCIES: are defined as unplanned, temporary situations that may prevent a child from attending the program and are considered Excused Absences, such as:

- Lack or disruption of transportation that directly impacts the child's participation in the program
- Court date or court-ordered appointment for any person living with the child
- Process of family moving to another home
- Illness, quarantine, or hospitalization of sibling(s)
- Severe illness, death or funeral of a relative
- Utility emergency impacting the household, for example: loss of power, water, or gas
- Severe weather conditions directly impacting the household such as: weather alerts, disasters or fire
- Extreme family crises, including, but not limited to, loss of housing, domestic violence, being a witness or victim of a crime, or community concerns that make it unsafe for the child to participate in the program, as determined by the parent.

BEST INTEREST OF THE CHILD (BIC):

Best Interest of Child Days are excused absences and are limited to:

- 10 days for Part-Day Programs per program year
- 20 days for Full-Day Programs per program year

The program year is between July 1 and June 30. There are no BIC limits for children enrolled due to Child Protective Services (CPS) or At-Risk of abuse, experiencing homelessness, or having an incarcerated parent.

The following circumstances shall be considered "in the best interest of the child":

- Parent/family vacation or day off work
- Child is tired/unable to participate in classroom activities/program
- Sibling field trips
- Visiting with a family member
- Family bonding
- Any other reason the parent deems to be in the child's best interest

UNEXCUSED ABSENCES:

Any absences that are not of excused nature shall be considered unexcused.

Beanstalk staff shall attempt to contact the parent through a variety of communication methods using phone calls, emails, or the agency's Parent Engagement App to:

- Check on your family's well-being
- Discuss any barriers affecting your child's attendance
- Share resources and support when available
- Develop strategies together to support regular participation in the program.

Written Notification of Unexcused Absences:

Families will receive written notices within one (1) business day, including the number of unexcused absences and information about the importance of maintaining regular attendance, when a child receives:

- 3 unexcused absences
- 6 unexcused absences
- 9 unexcused absences
- 10 unexcused absences

Unexcused absences are limited to 10 days per program year for both Full-Day and Part-Day Programs. Under the California Code of Regulations, Title 5, if a child accumulates more than 10 unexcused absences during the program year, Beanstalk is required to begin the disenrollment process.

Center: _____

I acknowledge that I have received a copy of the Addendum to Beanstalk's Attendance Policies only applicable to Preschool Programs. It is my responsibility to read, understand, and follow the program's updated Attendance Policies. I understand that this Addendum supersedes any prior attendance policies for Preschool Programs that conflict with it.

Child(ren)'s Name: _____

Child(ren)'s Name: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____

Date: _____