



FRANDELJA ENRICHMENT CENTER ATTENDANCE POLICY - UPDATE

Fairfax Site – 901-B Fairfax Avenue
San Francisco, CA 94124

June 27, 2026

Dearest Parents and Families,

The California Department of Education has informed us that the “Hold Harmless” attendance policies from the COVID period will expire as of June 30, 2026. Beginning July 1, 2026, we must return to the attendance policies that were in place before the COVID extensions. These policies require accountability for child absences.

Children may not miss more than twenty (20) days of service during the school service year.

Please remember to call us and let us know why your child is absent so that we can properly document the reason for the absence and report it as required. Without communication or documentation, absences may be considered unexcused.

A child’s contract will be subject to disenrollment after ten (10) unexcused absences.

Family emergencies may include only the following:

- Transportation issues, including lack of transportation or a disruption that directly impacts the child’s participation in the program
- A court date or court-ordered appointment for any person living with the child The family is in the process of moving to another home
- Sibling illness, quarantine, or hospitalization A utility emergency impacting the household
- A severe weather condition directly impacting the household
- An extreme family crisis, including but not limited to loss of housing, domestic violence, being a witness or victim of a crime, or community concerns that directly impact the family’s ability to attend

Excused absences include the following:

- Child illness, including medical, dental, and mental health appointments Parent illness, including medical, dental, and mental health appointments
- Government or self-imposed quarantine of the child or parent due to potential or actual exposure to a contagious disease

- Spending time with a parent or other relative due to court-ordered custody or visitation. A copy of the Court Order must be on file.
- Observation of a religious holiday or absence due to a ceremony of the child's religion
- Any absence to accommodate the needs of a child with a disability, including services received as part of an IEP or IFSP
- Any days for which the contractor is required by law to hold a child's space in the program in order to comply with due process requirements

Best Interest Days are not limited for children who:

- Are experiencing homelessness
- Have an incarcerated parent
- Receive protective services
- Are at risk of abuse or neglect

Please speak with us if any of these circumstances apply to your family. We are here to support you while also following state requirements.

Following our recent state review, we were also reminded of the importance of families signing children in and out each day with a full signature.

- Signing with a line, initials, or first name only does not count as a full signature.
- Please remember that this is a safety requirement. Accurate sign-in and sign-out records help us correctly track when each child is in our care.
- We need your partnership to ensure that every child is signed in and out with a full signature every day.

Thank you for your cooperation and partnership,

Dianne Alvarado
 FranDeJA - Site Supervisor of Programs