

Shining Stars Preschool

Attendance Contact Log (Individualized)

For Documentation of Contact with Parents/Guardians Concerning Attendance

Instructions: Parents/Guardians must be contacted when a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time.

Note: Program Start Time is Start of Breakfast

Child's Name: _____ DOB: _____

Date	Type of Contact	Name of Staff Making Contact	Person Contacted	Program Start Time	Time of Contact	Discussion/Comments

Place this form in your attendance book for the month.

Move to the portfolio at the end of each month.

You may use your cell phone in your classroom to make contact with these parents if you wish.