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**Early Head Start Home Based Attendance Addendum**

As a top priority, NMCAA’s Early Head Start Home Based option will strive to maintain full enrollment and support consistent attendance.

To support this process, each Early Head Start staff member will set a base schedule. The typical base schedule falls between the hours of 7:30 AM – 4:30 PM, lasting between 8-9 hours depending on the inclusion of a lunch break. However, there will be flexibility for staff that prefer to work non-traditional hours, within reason.

\*Base schedules must provide an opportunity to meet with each family for an hour and a half each week and leave space at the end of the week for rescheduling cancellations. Each home visitor will choose their base schedule. The chosen schedule each home visitor chooses to work must flex to families’ schedules.

 \*A request to work 5:30 AM-1:30 PM may not be a feasible base schedule, as families typically do not meet prior to

 8 AM. This schedule most likely would not maintain the ability to fit in all visits and reschedules.

**Procedure**

All staff will identify a base schedule to support enrolling families to appropriate staff. Staff will continue to have the flexibility to work outside of these hours but using a base schedule will give the opportunity to reschedule visits that are cancelled by staff or families within the same week.

* Staff will identify their base schedule at APOT
* This schedule is contingent on approval of the PSC (staff are encouraged to speak with their PSC in advance)
* Staff may change this base schedule throughout the year if it does not affect home visits schedules that are currently in place
* Staff may choose to work non-traditional hours to meet family needs, but will not be mandated to do so
* Staff will continue to have the ability to work from home
* Staff will continue to have flexibility daily, documenting their home visits for the following week, ensuring each family has a home visit space
	+ An exception to this is when there are meetings, holidays, vacation or personal time that effects the hours staff are able to meet with families – they may not be able to meet with all ten families
	+ Families will be prioritized by how many visits they have been offered; those that have less offered visits will be prioritized to schedule that week
* Staff will be in charge of their schedules and trusted to reschedule visits as needed when they need to deviate from their base schedule.

7/23 EHS/HS Teams/ehs/Policy and Procedure