

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Attendance Charts
Revised: May 2003; February 2010

REGULATION REFERENCE:

45 CFR 1304 (Nov. 1996) Performance Standards 1304.21(a)(4)(iv), 1304.21(a)(1)(ii)

POLICY:

Children will have the opportunity to use written language in a functional manner by using a sign-in attendance chart when they enter the classroom in the mornings.

PROCEDURE:

1. Teachers will make the sign-in attendance chart(s) for the classroom by using two or more laminated poster boards depending on the wall space available for display(s). Each sign-in chart will have space for each child with his picture and his name already on the chart. A write on/wipe off pen will be available.
2. Each child is encouraged to “write” his name on the chart upon entering the classroom every day. Parents are also encouraged to assist their child. Whatever the child “writes” on his space is acceptable as his “sign-in.”
3. At the end of each day the teacher will prepare the chart for use the next day by wiping clean.