

SOUTHWEST HRA HEAD START

Section: Early Childhood Development and Management Information Systems
Subject: Sign-In & Sign-Out Worksheet for the Children
Approved: February 22, 2001 **Revised:** February, 2008

REGULATION REFERENCE:

Tennessee Department of Human Services Licensure Rules for Child Care Centers Serving Pre-School Children (Section 1240-4-3-.06); Performance Standards 1304.22 & 1305.8

POLICY:

Southwest HRA Head Start Teaching Staff in each classroom will maintain a Daily Sign-In & Sign-Out Worksheet documenting each child's attendance, who dropped the child off at the center, the time in, who picked up the child, and the time out. It will also be used to track attendance and meals consumed.

PROCEDURES:

1. The Data Entry Specialist will either fax or send each classroom Teacher the ChildPlus Report #2316 each time the enrollment in that classroom changes. The Teacher will make enough copies of this report to have one available for each day the children are in attendance and will write the correct date on each form.
2. It will be the Teaching Staff's responsibility to make sure Report #2316 for each day will be located on a clip board near the entrance to the classroom.
3. Teaching Staff will orient parents to the correct use of this form:
 - a. When a parent brings a child to the center, they must bring the child inside the building, sign the form under "Dropped off by" and write the time under "Time In."
 - b. When a parent comes to pick up the child (at any time during the day), they must sign their name under "Picked up by. . ." and write the time under "Time Out."
 - c. If a parent fails to follow the above procedures (example: lets child out at the door and does not come into the building), one of the Teaching Staff must fill in the name and time followed by the staff's initials.
4. For children whose parents contract with another agency for their child's transportation to and from the center (examples: day care centers and Families First with SWHRA Transportation Program):
 - a. Parents must make prior arrangements with provider to escort the Head Start child into the center, sign the form under "Dropped off by" and write the time under "Time in."
 - b. At the end of the day, the provider must sign their name under "Picked up by." and write the time under the "Time Out." The provider must escort the child to the vehicle.

Daily Sign-In & Sign-Out Worksheet for the Children

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5. The Head Start Teaching Staff must include the **meals eaten by each child**, reason for absence, etc. In the “Comments to Parents” section of the form. See last page of this procedure for an EXAMPLE of possible scenarios and the way they should be recorded:

SCENARIO #:

- 1) Regular attendance – child ate breakfast and lunch; write “B & L” in comments section
 - 2) Child came in late (9:00 AM) after breakfast was served, then ate lunch; write “No B, ate L” in the comments section
 - 3) Child came in at regular time and ate breakfast, but left at 10:00, therefore did not eat lunch; write “B, no L” in the comments section
 - 4) The child did not come to the Head Start Center, but was at a required Head Start appointment/activity for the entire day. A CHILD PARTICIPATING IN A REQUIRED HEAD START ACTIVITY, SUCH AS A DOCTOR, DENTAL, OR OTHER TYPE SCREENING OR FOLLOW-UP APPOINTMENT IS CONSIDERED “present” FOR HEAD START ATTENDANCE PURPOSES --- EVEN THOUGH THEY DO NOT WALK INTO THE CLASSROOM THAT DAY. **Do not mark them ABSENT!** Write in the comments section “HS Appt., no B or L”
 - 5) This child came to the Center and got sick and left before breakfast was served. This child is considered PRESENT for Head Start attendance purposes. Write in the comments section, “No B or L (left sick)”
 - 6) This child’s mom called in to tell the teacher the child is sick and will not come to school today; write “Absent – mom called sick” in the comments section
 - 7) This child’s mom called in to tell the teacher there is a “family situation” and the child will not be in today; write “Absent – family situation” in the comments section
 - 8) This child has a Doctor appointment that is NOT a Head Start requirement; write “Absent – Dr. Appt. (not HS)” in comments section
 - 9) This child was absent and the teacher was not contacted as to why; write “Absent – TNC” (Teacher Not Contacted).
 - a. Teacher will then notify FCM of absence.
 - b. FCM will make contact with parent to inquire reason for absence.
 - c. FCM will notify teacher with reason for absence.
 - d. Teacher will document reason for absence on the Sign-In form before faxing to Data Entry Specialist at the end of the day or fax her the information on the next day’s Sign-In form.
6. **The Teacher will FAX the Daily Sign-in & Sign Out Worksheet to the Data Entry Specialist at the end of each class day (after all children are signed out for the day). If for any reason, this cannot be done, the Teacher will contact the Data Entry Specialist by telephone to explain and will FAX the Worksheet the following morning.**

The Data Entry Specialist FAX number is : 731-989-2456.

7. The original forms will be filed and kept at the center in an attendance notebook.

Southwest HRA Head Start 2316 - Daily Sign-In & Sign-Out Worksheet

Program Term: H Head Start 2005-2006. Site: ██████████ - Classroom: ██████████ Agency: Southwest HRA Head Start. Enrollment Status: Accepted
 Parents/Guardians - Please sign each day when you bring your child in and again as you pick up your child. Date: _____

	Dropped Off By...	Time In	Picked Up By...	Time Out	Comments To Parents
1. ASHLEY	██████████	7:30	██████████	1:45	Agency: Southwest HRA Head Start Bok
2. CHELSIE	██████████	9:00	██████████	1:50	No B ate L
3. ZACHARY	██████████	7:25	██████████	10:00	B nol
4. BLAZE	██████████				H.S. appt. no Bok
5. CAMERON	██████████	7:30	██████████	7:50	No Bok (left sick)
6. TORI	██████████				Absent - mom called sick
7. TORRIE	██████████				Absent - family situation
8. CARRINGTON	██████████				Absent - Sh. appt - not HS
9. HEATH	██████████				Absent - TNC
PARKER	██████████				
SAVANNAH	██████████				
MELISSA	██████████				
AMELIA	██████████				
KAYLA	██████████				
KAYLA	██████████				
ZHYSHONNE	██████████				
BRIANNA	██████████				
DERRION	██████████				

Subtotal for ██████████ 18
 Report Total: 18