

Monthly Attendance Instructions

1. Everyday, fill out the Child Sign-in Sheet for all children that you transport within the first 5 minutes of arriving at the center. Also check to make sure that parents who are self-transporting are signing their children in. If a parent misses a day, highlight that space so that it will catch their eye the next time.
2. During each session, take the Child Sign-in Sheet and if a child is absent for 3 class days during a month without cause, you need to call the parent and remind them of our Attendance Policy. If a child is absent and the parent has not called, you need to follow-up. Follow-up on 'patterned absences', example: a child misses every Monday of the month.
3. Enter the attendance of each child in ChildPlus on a daily basis. If a child is absent then indicate the reason for the absence next to each child's record. Example: Jane Doe – A – T (transportation). If a child is sick – please indicate in the "Notes" section (at the bottom of the screen) the reason for the illness. This is very important for tracking purposes.
4. At the end of every month, send the Monthly Child Attendance Sign-in Sheets, the Family Staff Referral & Contact Logs, the T/TA – In-Kind/Attendance – Sign-in Forms and the Volunteer/Visitor Sign-in Log to the Word Processing Specialist. **This paperwork is due within 2 working days after the end of the month.**