

Sign In & Out Requirements



The State of Florida as well as other funders mandates that child care providers caring for children in the School Readiness, VPK and other funded programs be signed in and out each and every day. This serves as proof that they attended your program. The Early Learning Coalition is contracted to monitor providers for compliance with this regulation.

The following is a list of rules and regulations to assist providers in successfully meeting this requirement.

- **All children must be signed in and out every day.** This includes school-age children, children transported by the Provider and children dropped off at the front door. School-age children who are picked up at school and transported to the center by the Provider must be signed in by the Provider upon arrival each day. Only an adult authorized by the parent to pick up the child may sign a child out. In no event may any officer, employee or volunteer of the Provider sign a child in or out except where it is logistically impossible for the parent/guardian to physically sign the child in or out (such as where the child rides the bus) and where the parent/guardian has expressly consented in writing to an officer, employee, or volunteer of the Provider signing the child in or out. Facilities that have a child care license must comply with all licensing requirements relating to sign-in/sign-out sheets.
- **The person signing children in and out must sign their own name.** Under no circumstances may one person sign the name of another.
- **Sign in/out sheets must include:**
 1. Name of child (must match name on the ELC Enrollment Certificate)
 2. Date
 3. Time in (must be accurate to the minute, may not be rounded up or down)
 4. Time out (must be accurate to the minute, may not be rounded up or down)
 5. AM and PM if offering night care
 6. Full signature of person signing child in (in ink)
 7. Full signature of parent or person authorized by the parent to pick up child (in ink)
 8. Name of Facility/Provider (must match name on Enrollment / Attendance Certification)
 9. Month / Year
- **Electronic sign in/sign out sheets may be used in lieu of manual sign in/sign out sheets.** All of the above rules apply. All persons who sign a child in and/or out must be named (first and last name) on the sign in/sign out sheet next to the electronic entry. The name that appears with the time in and time out must be the person dropping off and/or picking up the child.
- **Sign-in/Sign-out sheets for the current month must be in use and on-site.** All children who are present must be signed in as the ELC can only authorize reimbursement for children who are signed in and out on a daily basis.

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- **Sign-in/sign-out sheets for the prior three months must be on-site and accessible for unannounced audits.** All sign-in/sign-out sheets must be accessible during normal operating hours; Providers must ensure that staff in charge in their absence has access to all sign-in/sign-out sheets.
- **Sign-in/sign-out sheets requested for Attendance Monitoring must be submitted at the time of the request.** In the event that the Provider is unable to produce sign-in/sign-out sheets on-site in accordance with this paragraph, reimbursement shall not be made for any days for which a completed sign-in/sign-out sheet is not immediately available on-site at the Provider's location.
- **White-out may not be used.** If an error is made, cross through it with one line and write the correction above it.
- **Siblings must have individual sign-in/sign-out sheets.**
- Sign-in/sign-out sheets for School Readiness **must be maintained for a minimum of five (5) years** after the expiration of the Service Agreement.
- VPK Providers must ensure that **in addition to** daily sign-in/sign-out sheets, **parents verify, each month,** the students' attendance on the prior month's certified student attendance, **Short Form.** VPK Providers that are license exempt and use a method other than a daily sign-in record, the provider must ensure that parents verify, each month, the student's attendance using the Long Form. Short/Long Forms must be signed by parents within five (5) calendar days after the end of each month.

ELC is unable to authorize, or may require a reimbursement adjustment, under certain circumstances, including but not limited to:

- no sign-in/sign-out sheets in use
- missing sign-in/sign-out sheets
- discrepancies between attendance records and sign-in /sign-out sheets
- parents signing children in and/or out in advance
- providers signing children out
- when providers have a number of children in care that exceeds their licensed capacity (providers must ensure they always operate within their licensed capacity, which includes all children in care, on and off-site)
- failure to allow ELC staff access to facility while in operation
- failure to allow ELC staff access to sign-in/sign-out sheets when requested

ELC recommends that Providers establish procedures to ensure parents and guardians are signing their children in and out properly each and every day. Upon request, ELC will be glad to assist Providers in developing procedures that suits their facilities.