

# Sign In & Out Reference Guide



**Know the requirements.** "Sign In and Out Requirements" may be found on the ELC website.

Ensure sign-in/sign-out requirements are included in the **information packet** you provide to parents at your center, family child care home, school, or school-age program.

**Review procedure** with parents, *and* other authorized persons picking up children regularly, during their first week in attendance.

**Alert parents** that they are responsible for informing other authorized persons picking up their children as to sign-in and sign-out requirements.

Some providers request parents sign a copy of the rules, as a way of **conveying to parents the importance of meeting the requirements on a daily basis**.

**Assign staff to enforce requirements daily**, on an ongoing basis. If you have a front desk person you might assign them the task; if not, you might have parents sign-in and sign-out in the classroom and have the classroom teacher or assistant review them each day.

**Review sign-in sheets to ensure child's name matches the name on the child's eligibility certificate.** Using nicknames is likely to result in a reimbursement adjustment during an Attendance Monitoring

**Review sign-in sheets routinely during program day** to ensure that every child in attendance was signed in earlier. If children are present and not signed in, **address the same day with parent/authorized person**, when picking up child(ren).

**Review sign-in/sign-out sheets routinely at the end of the program day** to ensure that every child was signed out. If children were signed in and not signed out, **address the next morning** with parents/authorized persons.

**Assign staff to secure the attendance verification / signature of parents of VPK students within 5 calendar days after the end of each month** on the Student Attendance and Parental Choice Certificate (Short Form or Long Form). You might assign this task to the VPK Instructor or VPK Secondary Instructor of each VPK class to ensure Short Forms / Long Forms are completed according to requirements.

**File** completed sign-in sheets by month, including electronic sign-in sheets. Separate and note sign-in sheets for children in subsidized care. This will allow easy access to requested sign-in/sign-out sheets for Attendance Monitoring audits, which are collected onsite, unannounced. Many providers also file a copy of their reimbursement report for the same month with the sign-in sheets for the same month. This allows providers a convenient way to ensure that a sign-in sheet for each child, for whom the provider was reimbursed, is submitted upon request by ELC for an Attendance Monitoring.

**Inform** all staff that are responsible for the daily operation of the program *in the absence* of the director where past sign-in sheets are stored, how they are organized and accessed, to ensure requested sign-in sheets are accessible and released when requested on-site, for an Attendance Monitoring.