

Early Learning Coalition of Duval Documentation of Attendance Policy

(revised 7/1/13)

This Documentation of Attendance Policy has been developed based on **Florida Rules 6M-4.502, 6M-4.503, 6M-8.305, the School Readiness Provider Contract items 20, 21 and the VPK Provider Agreement items 16, 17, 32**. These rules require the parent, legal guardian or other authorized person (18 or older) sign **EACH** child in and out from the childcare provider's care using a valid signature, date and times.

Valid Signature Definitions:

- 1) Parent – Mother or Father
- 2) Legal Guardian – Legally responsible for the child/children.
- 3) Authorized – To grant or to give (written) permission. This written authorization must be maintained at the facility in the child's personal file.
- 4) Sign In/Sign Out – Arrival time, departure time and signature are required for each child. If you have more than one child being cared for by a facility, EACH CHILD must be signed in and out individually.
- 5) Signature – The person's legal name. Preferred signature: full first and last name. Alternative signature: first initial and full last name. Times and check marks are **not** acceptable signatures.
- 6) Electronic System – Is acceptable as long as a signature or unique pin code can be verified. The system must be able to produce a signature or UNIQUE pin/code for EACH parent as well as a time in and out daily for EACH child.

Early Learning Coalition of Duval Attendance Policy:

Each provider will have parent, legal guardian, or authorized person verify the attendance of each child in School Readiness and VPK using the appropriate forms. The provider will maintain its records for a period of 5 years and make them available when the Coalition does attendance monitoring. If the forms can not be provided then it will be considered a discrepancy.

- 1) For School Readiness a daily sign in/out sheet is required. A valid signature, date and time in and out is required.
- 2) For VPK a provider must use either AWI-VPK 03S (short form) with sign in/out sheets or AWI-VPK 03L (long form). All forms must have valid signatures and the VPK long form must have an "X" on each day attended. The short form and long form should be signed by the parent at the end of the month. Forms are available on our website.

Providers with transportation Logs:

- 1) Parent, legal guardian or authorized person (18 or older) signatures are required when the child/children are picked up or dropped off at home. **Provider staff can not sign children in or out.**
- 2) After School Part-Time Care – Pre K, Head Start and School Age children being picked up by the facility from school must be signed out each afternoon by the parent, legal guardian or other authorized person (18 or older).

For additional information about Florida rules, please see go to: <https://www.flrules.org/gateway/search.asp>

This can also be found on our website: <http://elcofduval.org/>