



Early Learning Coalition of Duval Documentation of Attendance Policy

(revised 8-18-23)

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 22, 23, and the VPK Provider Agreement items 33, 36, 37 & 43**. These rules require the parent, legal guardian, or another authorized person (18 or older) to sign **EACH** child in and out of the childcare provider's care using a valid signature, date, and times.

Valid Signature Definitions:

- 1) Parent – Mother, Father, or Legal Adoption.
- 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, date, 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 Tracking System – This is acceptable as long as a signature or unique pin code can be verified. The system must be able to produce the date, child's name, and a signature or swipe card showing a **UNIQUE** pin/code for **EACH** parent or guardian as well as a time in and out daily for **EACH** child.

Early Learning Coalition of Duval Attendance Policy:

Each provider will have a 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 cannot be provided then it will be considered a discrepancy and corrective action will be required.

- 1) For School Readiness a daily sign-in/out sheet is required. A valid signature, date, and time in and out are 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 must be maintained to or from the provider site:

- 1) Authorized signature, paper or electronic signature, includes provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent as documented in writing must be on file with the provider.
- 2) Logs must be retained for a minimum of 5 years.
- 3) Each child's name, date, time of departure, time of arrival, driver's signature, and the signature of a second authorized staff member verifying the driver's log of all children is required.
- 4) Prior to transporting, the driver & second staff member must record, sign, and date the log verifying all children are present and the log is complete.
- 5) Upon arrival at the destination, the driver & second staff member must mark each child off the log as the child departs the vehicle, conduct a physical inspection, visual sweep of the vehicle to verify all children left the vehicle, sign, date and record the log immediately validating all the children left the vehicle and the log is complete.

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/>