

## Attendance Procedures

### **Purpose of Attendance Procedures**

Attendance must accurately reflect the number of children in care at all times. The purpose of this procedure is to provide staff with a consistent way of recording this information. This procedure supplements the "Statement of Child Supervision Policy."

### **Transitional Attendance Procedures**

The Transitional Attendance Procedure has been developed as a tool to verify attendance after each staff/child transition.

#### Procedure

Staff will record on the transitional attendance form the number of children who are present:

- At the beginning of their shift
- When the group transitions from indoors to outdoors/ gross motor activity area morning and afternoon
- When staff return from their morning, lunch, and afternoon break
- When the staff departs at the end of the day

The transitional attendance form should be verified against the classroom attendance record.

### **School Escort Attendance Procedures**

When the children leave to attend school the classroom attendance needs to reflect the departure time for each child. When the children arrive from school in the afternoon the classroom attendance records need to indicate the time of arrival/return from school.

A portable attendance book must travel with each group to and from school. It should include the child's name, and classroom information. Following dismissal from school children arrive at the designated meeting place and staff should indicate their arrival with a check mark on the portable attendance record.

### **Children Visiting**

When a child is visiting another room in the centre, the classroom attendance must reflect the child's temporary absence. The following practices will be followed by the originating room and the room where the child is visiting:

### The Child's Originating Room

The departing room must indicate under time out the time the child left to visit. Since this is a temporary absence this information should be documented in pencil, and upon the child's return the staff will then erase the time out.

If the child departs with their parent from the room they are visiting then the staff must notify the child's originating classroom so that the departure time can be permanently recorded.

### Visiting Room

In the room the child where the child is visiting their attendance record must also reflect this visiting child. On the bottom of the classroom attendance, staff will need to write in a heading "Visiting Children" and then indicate the child's name, and time in and then time out.

If the child departs with their parent from the room they are visiting then the staff must notify the child's originating classroom so that the departure time can be permanently recorded.

All permanent attendance recording are to be done in pen.

### **Attendance Practices Small Groupings**

Often larger groups will separate into small groups, the classroom attendance should reflect this. The classroom attendance needs to reflect the accurate number of children in attendance.

### **Attendance Practices Neighbourhood Walks and Field Trips**

When children are leaving the premises staff need to ensure a listing of children who are participating on the walk or the excursion is left in the office, or in the attendance binder. A listing of the participants must also accompany the group.

### **Attendance Binders**

The attendance binders contain the following information

- Child's Attendance
- Transitional Attendance
- Busing Information
- Who Needs Medication Today
- Allergy Listing
- Alert Notification
- Blank Accidents Reports
- Attendance Exception Reports
- Attendance Procedures

