

Task: Daily Sign-In Sheets

Task	Person Responsible	Date to be Completed
1. Print ChildPlus Report 2316 "Daily Sign-in Worksheet" using the settings listed below: <ul style="list-style-type: none"> - Current Program Term - Appropriate Site - Enrolled Status - Report Grouping of "Classroom" 	Family Advocate	Beginning of the year and each time enrollment changes are made
NOTE: Reprint the report as enrollment changes are made.		
2. Provide each classroom with 5 copies of the Daily Sign-In/Out Worksheet. Teachers may make copies, if necessary.	Family Advocate	Weekly
3. Ensure Sign-In/Out Sheet is easily accessible for parents to: <ul style="list-style-type: none"> - Sign each child in with full signature of parent - List time child arrives - Sign child out with full signature of parent - List time child departs - Write comments if necessary 	Teacher; Asst Teacher	Daily
4. Ensure each parent signs his or her child out and records departure time correctly.	Teacher; Asst Teacher	Daily as each child departs
5. Reconcile the Sign-In/Out Sheet with ChildPlus Attendance by completing the following: <ul style="list-style-type: none"> - Mark children absent on Sign-In/Out Sheet that are marked absent in ChildPlus Attendance. - Ensure all children that were present that day were signed in that morning. - Ensure all children that were signed in have been signed out that afternoon. 	Teacher; Asst Teacher	Immediately after children depart
6. At the end of each day, for confidentiality purposes, write the comment for each absence on the sign in sheet.	Teacher; Asst Teacher	Daily after all children have departed
7. Verify that all children have been released to an authorized person by signing the bottom of the form using first initial and last name, date and time at the end of the day.	Teacher; Asst Teacher	Daily after all children have departed
8. Monitor the Sign-In/Out Sheets to ensure proper procedure is being followed.	FA	Weekly
9. Submit the completed Daily Sign-In Sheets to the Family Service Worker weekly along with ChildPlus report 2310 by using the settings listed below: <ul style="list-style-type: none"> - Current Program Term - Appropriate Site - Status is enrolled - Grouping by classroom - Begin Date - End Date - Check only Show summaries and Summary by week 	Teacher; Asst Teacher	Weekly