

Task: Determining Full-Day Attendance Hours

Task	Person Responsible	Date to be Completed
1. Parents in need of extended care should be provided with an Extended Hours Verification Form. Explain the purpose of the form and how attendance hours are determined. Only those who are able to verify a need will receive extended care. Extended hours will be 7:00 a.m. to 4:00 p.m.	Family Advocate	At Application
2. Instruct the parent to have the form completed by his/her employer or school personnel and return the completed form to the Family Advocate as soon as possible. Once the extended hours classroom is full there will not be an opening in the classroom unless the enrollment in the classroom drops. <u>There will be no transitioning from one class to the extended care class on a day to day basis.</u>	Family Advocate	Before child begins attending the center
3. As the completed verification form is returned to the Family Advocate it should be numbered and dated accordingly. Place all forms in the Extended Care Binder. The Family Advocate will verify the information received.	Family Advocate	
4. Once verified, add the child to the extended care group in Child Plus as follows: -Select the Child's name. -Under Application, click on the Child's name. -In the General Information section select change groups under the line: Groups this Family Member belongs to. -Add to extended care group. -In the note area below the section: Groups this Family Member belongs to, document the date the form was received	Family Advocate	
5. Children will be sorted into the extended care class at the time of initial enrollment once they have been accepted.	Family Advocate	
6. Children who were sorted in the extended care group should be removed from the extended care group leaving only those who are on the waitlist for extended care.	FSM	At Enrollment
7. Retain forms of all children who did not get into the extended care class. If a child in the extended care class no longer has a need, refer to the forms for new placement. FSM can determine how to accommodate a new family.	FSM	
8. Families remaining on the extended care waitlist should be notified that should a spot become available in the extended care classroom the child will transfer from their current classroom to the extended care classroom completely. Make certain they understand they can choose to be removed from the waitlist or decline the spot if one becomes available.	Family Advocate	Ongoing
9. A new child coming into the program after initial enrollment should not be added to the extended care group until they are accepted into the program and verification of need is received and verified.	Family Advocate	
10. File the completed forms in the appropriate section of the child's folder.	Family Advocate	At the end of year