

## Education and Early Childhood Services

### Task: Daily Sign In/Out Sheets

Task	Person Responsible	Date to be Completed
<p>1. Print ChildPlus Report 1035 "Parent Sign-In Sheet (Weekly)" using the settings listed below:</p> <ul style="list-style-type: none"> <li>• Current Program Term</li> <li>• Appropriate Site/Classroom</li> <li>• Enrolled Status</li> </ul> <p><b>NOTE: Reprint the report as enrollment changes are made.</b></p>	Teaching Staff	Ongoing
<p>2. Ensure Parent Sign In/Out Sheet (CP 1035) is easily accessible.</p>	Teaching Staff	Ongoing
<p>3. Sign in/out each child on the Parent Sign In/Out sheet with the following:</p> <ul style="list-style-type: none"> <li>• Parent/Guardian or designee full printed name and signature</li> <li>• Arrival Time/Departure Time</li> </ul> <p><b>Review the child's Child Plus #1520 Emergency Contact sheet to ensure it coincides with the ID of the person the child is being released too. If the person picking up is not on the Child Plus Report #1520 or if the person does not have photo ID , the child is not to be released. The #1520 Emergency Contact Sheets are kept in the Emergency Folder (Red).</b></p> <p>*If the child is absent, write the comment for each absence in the comment section on the Parent Sign In/Out sheet at the end the day to ensure confidentiality.</p>	Parent/Guardian or designee	Daily
<p>4. Ensure the Parent Sign In/Out sheets coincides with ChildPlus Attendance by completing the following:</p> <ul style="list-style-type: none"> <li>• Ensure children who are marked present on the attendance sheet are marked present in ChildPlus.</li> <li>• Ensure signatures for all children signed in/out were obtained as appropriate.</li> </ul> <p><b>**If a child has not been signed in/out on the Parent Sign In/Out sheet, the parent/guardian must be notified immediately to return to the center to sign the child in/out. If that is not feasible for the parent/guardian, staff must then make efforts to take the form to the parent/guardian for completion before closing center operations for the day.**</b></p> <ul style="list-style-type: none"> <li>• Ensure children who are marked absent on the attendance sheet are marked absent in ChildPlus.</li> <li>• Ensure attendance notes/reasoning have been entered in ChildPlus under each day a child is marked absent.</li> </ul>	Teaching Staff	Daily

## Education and Early Childhood Services

### Task: Daily Sign In/Out Sheets

Task	Person Responsible	Date to be Completed
<p>5. Monitor the Parent Sign In/Out sheet by:</p> <ul style="list-style-type: none"><li>• Ensuring all children were signed in/out appropriately.</li><li>• Times of arrival and departure are listed.</li><li>• Absences are indicated appropriately.</li><li>• Sign the form with initial and last name with date and time at the end of each day once all children are signed out.</li></ul> <p>*Both staff are to sign, date, and time daily.</p> <p>6. Submit the completed Parent Sign In/Out sheet to the Family Advocate.</p> <p>*Also refer to Policy EECD-8 for additional information*</p>	Teaching Staff	End of Each Day
	Teaching Staff	Weekly