

Daily Sign In/Out Sheets

Task	Person Responsible	Date to be completed
<p>1. Print ChildPlus Report SISO2 "Parent Sign-In Sheet (Weekly)" using the settings listed below:</p> <ul style="list-style-type: none"> • Current Program Term • Appropriate Site/Classroom • Accepted/Enrolled Status • Check "All Codes", under Attendance Codes <p>NOTE: Reprint the report as enrollment changes are made.</p> <p>2. Provide each child's individual green file folder with 5 copies of the Parent Sign-In/Out Worksheet. Teachers may make copies, if necessary</p> <p>3. Ensure Parent Sign In/Out Sheet (CP SISO2) is easily accessible</p> <p>4. Sign in/out each child on the Parent Sign In/Out sheet with the following</p> <ol style="list-style-type: none"> 1. Parent/Guardian or designee full printed name and signature 2. Arrival Time/Departure Time <p>**DURING COVID-19 teaching staff accepting/releasing the child will sign the child in with the name of the person dropping off/accepting the child and place their (staff's) first initial and last time as well as the time of arrival/departure.**</p> <p>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 ID , the child is not to be released. The #1520 Emergency Contact Sheet is kept in the same folder as each child's sign in/out sheet.</p> <p>** If the child is absent, write the comment for each absence in the comment section on the Parent Sign In/Out sheet.</p>	<p>Teaching Staff</p> <p>Teaching Staff</p> <p>Teaching Staff</p> <p>Teaching Staff</p>	<p>Ongoing</p> <p>Monthly; ongoing</p> <p>Ongoing</p> <p>Daily</p>

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<p>5. Ensure the Parent Sign In/Out Sheets coincides with ChildPlus Attendance by completing the following:</p> <ol style="list-style-type: none"> 1. Ensure children who are marked present on the attendance sheet are marked present in ChildPlus 2. Ensure signatures for all children signed in/out were obtained as appropriate <p><i>**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. **</i></p> <ol style="list-style-type: none"> 3. Ensure children who are marked absent on the attendance sheet are marked absent in ChildPlus 4. Ensure attendance notes/reasoning have been entered into ChildPlus under each day a child is marked absent 	Teaching Staff	Ongoing
<p>5. Monitor the Parent Sign In/Out Sheet by:</p> <ol style="list-style-type: none"> 1. Ensuring all children were signed in/out appropriately 2. Times of arrival and departure are listed 3. Absences are indicated appropriately 4. Sign the form with first initial and last name with date and time 	Teaching Staff	End of Each Day
<p>7. Submit the completed Parent Sign In/Out Sheets to the Family Advocate</p> <p><i>** See Arrival and Departure SOP for further information during COVID-19**</i></p> <p><i>**Also refer to Policy EECD-8 for additional information</i></p>	Teaching Staff	Weekly