

# Early Learning Coalition



of Pinellas County, Inc.

<b>Policy:</b> <b>ELCPC-61.3.5</b>	<b>Title: School Readiness Attendance Documentation</b>	
<i>Formerly addressed: ELCPC- 61.2.1 and ELCPC- 61.2.2</i>	<b>Review Date:</b> <b>February 2012</b>	<b>Next Review Date:</b> <b>October 2012</b>

**References:** School Readiness Provider Agreement  
**60BB-4.502 Records to be Maintained and Monitoring for Reimbursements**

**Purpose:** To establish procedures for School Readiness Attendance documentation.

**Background:** School Readiness Provider Agreement states:

***Maintain daily sign-in and sign-out sheets and submit accurate monthly attendance documentation.*** The Provider is required to document attendance on a daily basis with full parent signatures in ink at the time of arrival and pickup with the times noted (with the possible exception of entry of school age children into aftercare-see below), accurately document absences, and review and submit monthly attendance to the Coalition.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

**Definition:**

**School Readiness Parent:** a parent by blood, marriage or adoption, legal guardian or person standing in loco parentis

**Full Parent Signature:** the parent/guardian's legal signature as it appears on his/her driver's license, state issued identification or other legal document that includes full first name and full last name or first initial and full last name. Signature does not need to be legible. Initials are not accepted unless this is a legal signature as it is on their driver's license. Signatures must be written in ink.

**Policy:**

Providers are required to maintain the sign-in/sign-out sheets with Full Parent Signature and the time of student drop-off including a.m./p.m., of student pick-up recorded in ink. These must be completed and signed daily by School Readiness Parent or other authorized persons. Use of white out on attendance records will void the document. Inaccurate, incomplete, and/or problematic attendance records may result in a delay or loss of payment.

Any changes to attendance documentation (rosters, sign in/out sheets or any other documentation) must be completed with a strike-through, initialed and dated by the person making the change. The use of whiteout on any documents for attendance verification is strictly prohibited.

Each child must have his/her own sign in sheets. The Coalition will no longer permit siblings to be grouped together on the same sign-in/out sheet, **effective March 1, 2012**. Parents/guardians are required to sign each child into care with a full parent signature in ink.

**Before and After-Care Only for School Aged Children:**

Family child care homes and centers that serve school age children for before and after care must have parent verification via full signature in ink validating the child's daily attendance.

When a parent/guardian drops a child off in a before care program, the parent/guardian must note the date and time and sign with a full parent signature. If the provider or child is responsible for getting himself to school and does not return to the before care site, the provider or child must note the time the child leaves and sign the document.

When a child comes into aftercare from school via the provider or someone other than parent/guardian, the date and time must be noted by the child, child care provider or person dropping the child off and sign with a full signature. Parent/guardian picking the child up from aftercare must note the time and sign with a full signature.

These are the only situations in which it is acceptable for a child or child care provider to sign attendance documentation. Children must be school-age.

If a child care provider has a situation with attendance documentation that does not fit into any of the above criteria, an Attendance Documentation Exception Request form ([www.elcpinellas.net](http://www.elcpinellas.net)) must be submitted to the Coalition and process approval in writing must be received by the provider prior to implementation.

**Note:**

Reasonable evidence of false or misleading documentation, action, omission, or statement made by individual client recipient or provider will result in the Termination of the School Readiness Agreement in accordance with the Provider/Client Fraud Policy (*ELCPC-50.1*). Cases of suspected fraud will be reported to the Florida Department of Financial Services Public Assistance Fraud Unit and Florida's Office of Early Learning (FOEL) as required by FOEL.

Providers may require School Readiness Parents to cover provider payment for lost revenue due to insufficient or lack of signature IF the provider has a policy outlining parent signature requirements. Provider must have acknowledgement of the policy signed by all School Readiness Parents prior to requiring payment for lost revenue. Providers may implement this policy immediately for all new School Readiness enrollments and upon annual registration for currently enrolled children.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

**Procedures:**

I. MONITORING

Provider must retain original sign-in/sign-out sheets and attendance rosters for a minimum of five (5) years. Records must be retained onsite for a minimum of one (1) year. Coalition staff will monitor attendance records via on site visit, records request/desk audit or both. Providers selected for a desk audit will be notified in writing to submit attendance rosters and sign in sheets. This request can be for one month or more at the Coalition's discretion. The Coalition may require documents to be submitted more than once per year. The Coalition can request documents up to five (5) years prior.

II. ENFORCEMENT

The Early Learning Coalition is prohibited from reimbursing for School Readiness Services without required Child File Documents which includes attendances sheets with full signatures and time.

**Technical Assistance**

Technical assistance on child file documents and attendance documentation will be provided as needed.

**Nonpayment for School Readiness**

Discrepancies, not constituting suspected fraud, found during the attendance monitoring will result in a payment adjustment. Discrepancies that exceed 10% of children in care in a given month for multiple months may also result in a Service Improvement Agreement.

Additionally, a noncompliance related to Child File Documents will result in:

**LEVEL 1 School Readiness Enforcement**

**Service Improvement Agreement**

Failure to comply with Child File Documentation Requirements after technical assistance may result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

**LEVEL 2 School Readiness Enforcement**

**Parent Notification**

Continued noncompliance with Child File documentation will result in all parents of School Readiness funded children enrolled with this Provider, including existing and new enrollments, being notified that the provider is at risk of having the School Readiness Agreement terminated due to noncompliance.

**LEVEL 3 School Readiness Enforcement**

**Termination of Agreement**

Failure to demonstrate compliance with the terms of the Service Improvement Agreement will result in Termination of the School Readiness Agreement. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the agreement.

Parents of School Readiness funded children will be notified that the funding for this program will cease and Child Care Resource & Referral staff will assist them in finding alternate care. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.

**Exhibits:** None