



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 ISSUE 1
 PAGE 1 of 5
EFFECTIVE: 06-16-14

SUBJECT:
Child Attendance Policy and Procedures for the California State Preschool Program (CSPP)

APPROVED: 06-16-14
Diana Alexander
BY: Diana Alexander

PURPOSE

To establish child attendance policy and procedures including compilation, review, approval, coordination and management within Preschool Services Department (PSD) for CSPP.

REFERENCE

Title 5 CCR §§ 18065, 18066, and 18068

POLICY

1. The Child's Daily Sign-In/Sign-Out sheet is the primary source document for audit and reimbursement.
2. Parent/Guardian is required to sign-in/sign-out (using full signature) the child each day the child attends preschool. Children not properly signed in/out (with times) will be considered absent without excuse and will be dropped from the program for excessive unexcused absences. Only individuals listed on the child's emergency card who are at least 18 years of age can sign-in/sign-out the child.
3. Parents using bus transportation services shall complete and sign a consent form prior to using bus services. Only those listed on the bus consent form/emergency card will be allowed to drop-off/pick-up the child. The bus monitor will enter the times of arrival and departure when the child rides the bus and is not dropped off/picked up by a parent or other adult authorized by the parent.
4. Parent/Guardian is responsible to contact center staff on the morning of or the day before the day child is expected to be absent. Parent/Guardian will provide reason for absence. Doctor's excuses are required in cases of communicable diseases, serious illnesses/injuries including fractured bones.
5. An absence will be considered excused under the definitions listed below. A child will also be considered excused under "family emergencies" and "best interest days" as defined below. All other reasons will be considered unexcused.

Excused absences can include:

- illness or quarantine of the child
- illness or quarantine of the parent
- to spend time with a parent or other relative as required by a court of law

Best interest days - (limited to 10 days per program year) family vacation or parent's day off, family visits (non-court ordered), program temporarily removes child from program, religious holiday, pending required medical screenings, and parent request to spend a day with the child. **Children who are recipients of protective services or at risk of abuse or neglect are not limited to 10 best interest days.**

Family emergencies - impromptu crisis or life threatening situations, unexpected transportation challenges (limited to 10 per year), funeral (mother, father, daughter, son, or spouse of the parent), or medical appointments for sibling.

Unexcused absences are defined as days of non-attendance, which do not qualify for any of the excused absence categories listed above. Children are allowed a maximum of 5 unexcused absences for a program year. (Unexcused will not be coded until parent contact is made).

6. A child will be dropped from preschool program for exceeding the maximum of allotted days as detailed above.
7. Children that show excessive (4+ per month) late drop-off or early pick-up over 30 minutes will have their need for full day services re-evaluated by the program to determine continued need for the contracted childcare hours..
***** Applies to Full Day Programs only**
8. Children will be dropped from the preschool program after the third unexcused late pick-up.
9. Utilize the "State Waiting Period" absence category in the event a parent notifies the agency that the family will be terminating services immediately. Code the absence as a "W" for state waiting period to properly observe the 14 day (19 days if mailed) appeal period as required by Title 5 regulations § 18119 Changes Affecting Service.
10. On the "9400 - Monthly Enrollment and Attendance Summary report" in COPA, the State Waiting Period is categorized as an Unexcused Absence for reimbursement purposes only. PSD does not claim reimbursement for unexcused absences.
11. Utilize report "236-Child Absentee & Follow-Up Report" in COPA to track the (5) maximum allowable unexcused absences which separate the unexcused absences from the state waiting period.

PROCEDURE

The Teacher will:

1. Ensure all children are signed-in/signed-out daily according to PSD policy.

The Generalist will:

1. Review and verify all "absence verification slips" weekly with the Center Clerk for accuracy.
2. The Generalist will track 10 days best interest, family emergencies, and 5 day total unexcused absences. Appropriate follow-up will be documented in the Family Case Notes section of COPA.

3. The Generalist will notify the parent(s) in writing once they have reached 4 consecutive unexcused absences.
4. Review monthly attendance reports, sign-in/sign-out sheets and verification of absence slips for completeness, and compliance with this policy/procedure.
5. Sign the child attendance data summary to indicate approval.
6. Ensure that monthly attendance documents for the previous month are provided to PSD Administrative Office Finance Division **on or before the 5th of each month.**

The Center Clerk will:

1. Prepare sign-in/sign-out sheets pre-typed with all names of children enrolled in each classroom daily. Please put children in the same order as the COPA attendance summary sheet with last name first.

Note: Obtain photocopy of all applications for State Child Development classes from Generalist and add the number of hours of service needed each day for each child to the sign in/out sheet.
2. Collect and check all sign-in/sign-out sheets and verification of absence slips for the prior day from the classroom staff each day no later than 9:00 a.m.
3. The center clerk will be responsible for recording the reason for absence on the sign-in/sign-out sheets.
4. Prepare the sign-in/sign-out sheets and verification of absence slips for pick up by the Center Clerk no later than 9:00 a.m. the following day.
5. Contact all families by phone in cases where a parent has not contacted the site regarding the absence of a child and/or where a verification of absence slip has not been submitted. Document all required information on the sign-in/sign-out sheets.
6. Notify the Generalist of 4 consecutive unexcused absences. Make a note on the verification of absence slip and forward a copy to the Generalist. Keep original slip for site records.
7. Notify the Generalist of excessive (4+ per month) late drop-off or early pick-up over 30 minutes (full day classes only). Make a note on the verification of absence slip and forward a copy to the Generalist. Keep original slip for site records.
8. Notify the Generalist of late pick-ups over 15 minutes in excess of three. Make a note on the verification of absence slip and forward a copy to the Generalist. Keep original slip for site records.
9. Forward completed attendance report to Generalist to verify beginning enrollment, adds, drops, transfers and ending enrollment for each class. Generalist will sign and date the bottom of each class excel sheet upon completion and immediately return report to the clerk.
10. Provide Site Supervisor with the child attendance data summary along with monthly attendance reports for approval.
11. Provide the PSD Administrative Office, Finance Division, with the following monthly attendance documents (originals) on or before the 5th of each month for the previous month and maintain a copy for site records:
 - a. COPA Report 201S- Monthly Site Aggregate Attendance Report By Program

- Model
- b. COPA Report 201C - Monthly Attendance Report By Program Model
 - c. All sign-in/sign-out sheets
 - d. COPA Report 9400 - Monthly Enrollment and Attendance Summary

ATTENDANCE CODES ARE AS FOLLOWS:

Present	1 (number)
Excused	E
Best Interest	B
Family Emergency	F
Unexcused	U
Not Enrolled (dropped, not yet enrolled during the month, or no documented need for services that day)	N
State Waiting Period (14/19 days required until State slot is filled)	W

PROGRAM CODES ARE AS FOLLOWS:

CSPP Part Day	CSPP PD
CSPP Part Day co-enrolled w/Head Start Full Day	CSPP PD / HS FD
CSPP Full Day co-enrolled w/Head Start Part Day	CSPP FD / HS PD

Attention:

**LATE, INACCURATE OR INCOMPLETE REPORTS WILL BE DOCUMENTED
ONLY PSD APPROVED SIGN-IN/SIGN-OUT SHEETS WILL BE USED
ONLY PSD APPROVED VERIFICATION OF ABSENCE SLIPS WILL BE USED**

The Administrative Office Finance Personnel will:

1. Audit the sign-in/sign-out sheets and child attendance data forms.
2. Audit and enter child attendance data in monthly attendance excel file for all sites. This data is then copied into the database system of Attendance and Meals.
3. Print and check reasonableness of the following reports generated from the database system.
 - a. Average Daily Attendance;
 - b. Meals Served to Enrolled Children;
 - c. Analysis – Part Day Attendance vs. Meals Served; and
 - d. Analysis – Full Day Attendance vs. Meals Served.

Note: These four reports are required documentation for reporting Claims for Reimbursement Child and Adult Care Food Program to the California Department of Education before the 20th day following the month claimed.

4. Print and verify monthly Attendance Recap generated from the database system of Attendance and Meals for programs.
5. Post Attendance Recap monthly totals on Attendance Summary sheet for each program.

Note: Monthly Attendance Recap and Attendance Summary are required

documentation for reporting Attendance and Fiscal Report for Child Development Programs to the California Department of Education before the 20th day of the month following each quarter.

State Enrollment CDD-801A Report

Generalist will:

1. Complete Student Action Form (801A State Slip – 4 Part form) with all information about add/drop and transfer of state children on a daily basis.
2. Forward Student Action Forms completed for the previous month to PSD Administrative Office **Finance Division on or before the 5th of each month. If there are no add/drop or transferred state children, forward a Student Action Form indicating “NONE” for each State program at the site.**

The Administrative Office Finance Personnel will:

1. Enter add/drop and transfer data into the database system of Childcare Accounting Reporting and Enrollment (NoHo Care) and submit electronic file of **CDD-801A Report to the California Department of Education on or before the 15th of each month.**

Attendance and Enrollment Monthly Analysis Reports

The Administrative Office Finance Personnel will:

1. Provide management via electronic file transfer (FCP Program Manager, Finance Manager and Administrative Supervisor I) with the attendance and enrollment analysis report for the previous month on or before the 20th of each month.
2. Add results of analysis directly on the report.

State ADA = [Days Present + Excused + Best Interest + Family Emergency] / Funded Enrollment. Do not factor in State waiting period or unexcused absences.