

	<p align="center">COUNTY OF SAN BERNARDINO PRESCHOOL SERVICES DEPARTMENT POLICY</p>	<p>ERSEA EFFECTIVE: 02-01-16</p>
<p>SUBJECT: CHILD ATTENDANCE FOR CALIFORNIA STATE PRESCHOOL PROGRAMS</p>		<p>APPROVED: 02-25-16 <i>Diana Alexander</i> BY: Diana Alexander</p>

PURPOSE

To establish child attendance policy and procedures including compilation, review, approval, coordination and management related to the California State Preschool Program (CSPP) administered by the Preschool Services Department (PSD).

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/signed-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 site 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 and serious illnesses/injuries including fractured bones.
5. An absence will be considered excused under the section titled Absence Definitions for CSPP 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.

NOTE:

If a child is attending both federal and state programs, the attendance shall follow the state attendance codes and reasons for absences.

ATTENDANCE CODES ARE AS FOLLOWS:

ATTENDANCE CODES	ATTENDANCE DESCRIPTIONS	ATTENDANCE REASON
P	Present	<ul style="list-style-type: none"> • Present
E	Excused	<ul style="list-style-type: none"> • Refer to Example of Excused Absences • Best Interest
U	Unexcused	<ul style="list-style-type: none"> • Unexcused Absence
N	Not Enrolled	<ul style="list-style-type: none"> • Dropped, not yet enrolled during the month, or no documented need for services that day
U	State Waiting Period	<ul style="list-style-type: none"> • 14/19 days required until State slot can be filled

PROGRAM CODES ARE AS FOLLOWS:

CSPP PD	California State Preschool Program – Part Day
CSPP PD / HS FD	California State Preschool Program – Part Day co-enrolled with Head Start – Full Day
CSPP FD / HS PD	California State Preschool Program – Full Day co-enrolled with Head Start Part Day
First 5 FD / HS PD	First 5 Full Day co-enrolled with Head Start Part Day
First 5 FD PS	First 5 Full Day

ABSENCE DEFINITIONS FOR CSPP:

Type of Absence	Examples of Absence
Excused Absence	<ul style="list-style-type: none"> • Illness or quarantine of the child; • Illness or quarantine of the parent; • Child or parent appointments: <ul style="list-style-type: none"> ○ Treatment; ○ Therapy; ○ Medical; ○ Dental; ○ Women, Infants, Children (WIC) if child is required at the appointment; ○ Awaiting completion of scheduled medical treatment out due to chicken pox and other communicable diseases, etc. • Pending required medical screenings with a scheduled appointment (i.e. physical, TB, etc.); • Pending required medical screenings without a scheduled appointment (i.e. physical, TB, etc.); • Parent request to spend a day with the child; • Child has received a direct service and is pending completion of necessary documentation for attendance in a center according to state and local

	<p>licensing requirements.</p> <ul style="list-style-type: none"> • Court appearances or orders affecting child, including visitations (need copy of order); • Site closure for emergency by PSD. • Family vacation or parent's day off; • Family visits (non-court ordered); • PSD temporarily removes child from program; • Religious holiday.
<p>Best Interest Days</p> <p><i>Limited to ten (10) day per program year</i></p>	<ul style="list-style-type: none"> • Family vacation; • Parents day off; • Family visits (non-court ordered); • Religious holiday; • Pending required medical screening; • Parent request to spend day with child.
<p>Family Emergency</p> <p><i>Limited to ten (10) days per program year</i></p>	<ul style="list-style-type: none"> • Impromptu crisis; • Life threatening situations; • Unexpected transportation challenge; • Funeral; • Medical appointments for a sibling.
<p>Unexcused Absence</p>	<ul style="list-style-type: none"> • 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 five (5) unexcused absences for a program year.

NOTE: Families will be granted five (5) more days of limited services leave for extended absences due to travel out of country.

ATTENDANCE REQUIREMENTS:

- Children are allowed a maximum of five (5) unexcused absences for a program year. Unexcused absences will be coded if parent contact is not made within five (5) days. Families will be granted five (5) additional days of limited services leave for extended absences due to travel out of country;
- A child may be dropped from CSPP for exceeding the maximum of ten (10) best interest days, and exceeding the maximum of five (5) unexcused absences;
- 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;
- Children will be dropped from the CSPP after the third unexcused late pick-up;
- Use 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 "U" to indicate the "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;
- On the 2330 Consecutive Absences report in the Electronic Record Keeping System (ERKS) the State Waiting Period is categorized as an Unexcused Absence for reimbursement purposes only. PSD does not claim reimbursement for unexcused absences.

PROCEDURE

ROLES	RESPONSIBILITIES
Teacher	<ul style="list-style-type: none"> • Ensure all children are signed-in/signed-out daily according to PSD policy.
Generalist	<ul style="list-style-type: none"> • Review and verify all “absence verification slips” weekly with the Center Clerk for accuracy; • Track 10 days best interest days and 5 day total unexcused absences. Appropriate follow-up will be documented in the - Family Services section of - ERKS; • Notify the parent(s) in writing once they have reached four (4) consecutive unexcused absences; • Review monthly attendance reports, sign-in/sign-out sheets and verification of absence slips for completeness and compliance with this policy & procedure; • Sign the child attendance data summary to indicate approval; • 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.
Center Clerk	<ul style="list-style-type: none"> • Prepare sign-in/sign-out sheets pre-typed with all names of children enrolled in each classroom daily; Put children in the same order as the ERKS attendance summary sheet with last name first. <p>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.</p> <ul style="list-style-type: none"> • 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.; • Record the reason for absence on the sign-in/sign-out sheets; • 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; • 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; • Notify the Generalist of four (4) consecutive unexcused absences, make a note on the verification

	<p>of absence slip and forward a copy to the Generalist, keep original slip for site records;</p> <ul style="list-style-type: none"> • 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; • Notify the Generalist of late pick-ups over 15 minutes. In excess of three late pick-ups, make a note on the verification of absence slip and forward a copy to the Generalist, keep original slip for site records; • 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; • Provide Site Supervisor with the child attendance data summary along with monthly attendance reports for approval; • 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: <ul style="list-style-type: none"> ○ All sign-in/sign-out sheets ○ 2305 Monthly Attendance ○ 2330 Consecutive Absences
<p>Admin Office Finance Staff</p>	<ul style="list-style-type: none"> • Audit the sign-in/sign-out sheets and child attendance data forms; • 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; • Print and check reasonableness of the following reports generated from the database system: <ol style="list-style-type: none"> 1. Average Daily Attendance; 2. Meals Served to Enrolled Children; 3. Analysis – Part Day Attendance vs. Meals Served; 4. Analysis – Full Day Attendance vs. Meals Served. <p>NOTE: These four (4) reports are required documentation for reporting claims for reimbursement for the Child and Adult Care Food Program to the California Department of Education before the 20th day following the month claimed.</p>

	<ul style="list-style-type: none"> • Print and verify monthly Attendance Recap generated from the database system of Attendance and Meals for programs; • Post Attendance Recap monthly totals on Attendance Summary sheet for each program. <p>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.</p>
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STATE ENROLLMENT CDD-801A REPORT

ROLES	RESPONSIBILITIES
Generalist	<ul style="list-style-type: none"> • 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; • 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.
Admin Office Finance Staff	<ul style="list-style-type: none"> • Enter add/drop and transfer data into the database system of Childcare Accounting Reporting and Enrollment (No Ho Care) and submit electronic file of CDD-801A Report to the California Department of Education on or before the 15th of each month.

NOTE:
Late, inaccurate or incomplete reports will be documented;
Only PSD approved sign-in/sign-out sheets are to be used;
Only PSD approved verification of absence slips are to be used.

ATTENDANCE AND ENROLLMENT MONTHLY ANALYSIS REPORTS

The Administrative Office Finance Personnel will:

- 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.
- Add results of analysis directly on the report.

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