

## **PROVIDER SIGN-IN AND SIGN-OUT POLICY**

FOR VOLUNTARY PREKINDERGARTEN (VPK) & SCHOOL READINESS (SR) PROGRAM  
EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY (ELCHC)

### **INTRODUCTION**

The Office of Early Learning (OEL) requires a daily record of a child's attendance in both the VPK and School Readiness Programs in accordance with rules 6M-8.305 and 6M-4.500, Florida Administrative Code. This serves as proof that the child(ren) attended your program. The Early Learning Coalition of Hillsborough County (ELCHC) is required to monitor providers for compliance with this regulation. ELCHC recommends that providers establish procedures to ensure parents and guardians are signing their children in and out properly each and every day.

### **VOLUNTARY PREKINDERGARTEN PROGRAM (VPK)**

- Providers must require parents to verify their child attendance monthly by one of the following methods:
  - If a provider maintains daily attendance on sign-in and out log or through electronic attendance tracking system, they may use Form OEL-VPK 03S, or the Child Attendance and Parental Choice Short Form. In this case, the parent's full signature must be on the daily attendance documentation.
  - If a provider maintains daily attendance through a different method, for example, if the instructor records daily attendance, they must use the Child Attendance and Parental Choice Long Form
- Parents must sign the form within five (5) calendar days after the end of each month.

### **SCHOOL READINESS PROGRAM (SR)**

- All children must be signed in and out every day. This includes school-age children and children transported by the provider. School-age children picked up at school and transported by the provider must be signed in by the provider upon arrival each day. Only an adult authorized by the parent to pick up the child may sign a child out.
- Sign-in/sign-out forms requested for attendance monitoring must be submitted at the time of the request. In the event that the provider is unable to produce sign-in/sign-out forms on-site in accordance with the above paragraph,

reimbursement shall not be made for any days for which a completed sign-in/sign-out form is not immediately available on-site at the provider's location.

- Siblings must have individual sign-in/sign-out forms.

## **GENERAL REQUIREMENTS (FOR BOTH SR AND VPK)**

- Completed sign-in and out forms must include:
  - Name of the Facility/Provider (must match name in OEL Portal)
  - Day/Month
  - Name of the child (must match name on the Payment Certificate)
  - Date
  - Time in and Time out (may not be rounded up or down)
  - AM and PM
  - Full signature (in ink) of person signing child in or out (initials are not accepted)
- Sign-in/sign-out forms for the current month must be in use and on-site. All children who are present must be signed in. ELCHC can only authorize reimbursement for children who are signed in and out on a daily basis.
- Long or Short Forms and Sign-in/sign-out forms for the prior three months must be on-site and accessible for unannounced audits. These forms must be accessible during normal operating hours. Providers must ensure that staff in charge during their absence has access to all sign-in/sign-out forms.
- White-out or correction tape cannot be used. If an error is made, cross through it with one line and write the correction above it. This applies to all SR & VPK documentation.
- All attendance documentation must be kept on file for a minimum of five (5) years after the expiration of the provider contract. Upon termination the provider is required to return all School Readiness and VPK records to the Coalition.

## **REIMBURSEMENT AUTHORIZATION**

- ELCHC is unable to authorize reimbursement, or may require a reimbursement adjustment for the following:
  - No sign-in/sign-out forms or Long Form in use
  - Missing sign-in/sign-out forms or Long Form
  - Discrepancies between attendance rosters and sign-in/sign-out forms or Long Form
  - Parents signing children in/out in advance
  - Providers signing children out

- The number of children in care exceeds the Provider's licensed capacity. Providers must ensure they always operate within their licensed capacity, which includes all children in care (on and off-site)
- Failure to allow ELCHC staff access to facility while in operation
- Failure to provide ELCHC staff access to sign-in/sign-out forms or Long Form when requested

## **AUTHENTIC SIGNATURES**

- A provider or employees/volunteers of the provider **cannot** sign the child in or out unless it is impossible for the parent/guardian to physically sign the child in or out. (For example, the child is transported by the provider to and from the child care program.) The parent must give written consent to have a provider, or employee/volunteer of the provider sign the child in and/or out. This written consent must be kept on file for five (5) years.
- The person signing children in and out must sign their own name. Under no circumstances may a person sign the name of another.
- Electronic sign-in/sign-out forms may be used in lieu of manual sign-in/sign-out forms. All of the above rules apply.

**Any questions regarding sign-in and sign-out policy please contact the ELCHC by phone at 813-280-0800 and ask to speak with your Contract Specialist.**