

7c2. Active Supervision: Head Start/ ECEAP Child Daily Attendance Tracking Procedure

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- *Reviewed 12/24*

The teacher or assistant for each class will complete and confirm the accuracy of the EDUC 7c2a. Active Supervision: Name to Face Attendance Tracking Form - **link coming soon** at transition time by checking children in on form as they come into class and during transitions out of the class when going to the playground. They will match total numbers, faces and names.

When children leave the class with a specialist or staff, this will be written on the white board in the classroom or outdoors and communicated verbally with all classroom staff.

The pictures of each child with a name will be under the tracking form for staff who are new to the classroom.

The list is maintained during the day by signing children in and out as appropriate and one person will be assigned at all times to manage the list. The assigned person will be designated and documented on the Zoning Plan.

This list will be taken to the playground on the clipboard provided with Emergency Contacts in the inside of the clipboard.

The clipboard will be located in the classroom under the white board that lists the number of children in attendance and when outside it will be located where all classroom staff are able to access if needed.

Each classroom will have a red and green laminated paper that will support them during emergency drills. If a red is held up, then the classroom needs help and if green is held up, then everything is fine.

The clipboard will also contain the numbers of who to call in case of an emergency or need for help.

The meal count attendance form may be located on the active supervision clipboard or on a meal count clipboard that will be assigned to another staff person who will confirm who is here and total number of children with the person responsible for the name to face checklist.

Staff will communicate with each other the total number of children and children who have entered or departed the classroom throughout the day.

All staff that are in the classroom will be aware of this clipboard and have access as needed to support the safety of all children.

The daily forms will be turned in weekly to Area Managers.

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