**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1302.16

**DAILY ATTENDANCE RECORDS FOR CHILDREN**

**POLICY:**

In order to document enrollments, withdrawals, and attendance, Head Start children, birth to five years old, in the MCAEOC program will be signed in and out of the center each day on an appropriate form.

**PROCEDURES:**

1. At the start of each day, the teacher will place the classroom attendance form in the designated area. \* **Note: Alternate Pandemic procedures for Sign-in and Pick-up will be followed with parents not entering the building.**
2. The parent or another responsible person will sign the child in at the beginning of the program day. The parent or another responsible person will sign the child out at the end of the program day. **NOTE: The person who picks up the child must be authorized and must have identification to show the Head Start staff. If an older brother or sister is signing out the child, he/she must be 18 years old or older.**
3. If the teacher does not know the person picking up the child, he/she will ask for photo identification and check the *Persons Authorized to Pick-up Your Child* form HS-81. **Classroom volunteers will not release children.**
4. The teacher will submit the classroom attendance form to the Head Start center office at the end of each week. Classroom staff will enter attendance into the myHeadStart database daily by 10:00 am.

If a parent that is not on the *Authorized to Pick Up form* comes to the center to pick up their child, they must show **a court order filed by the court, proof of authorization or visitation along with identification.**