

Weekly Attendance/Health Check Procedure

Policy: The Bridges Early Head Start and Head Start Programs must follow Virginia Department of Social Services licensing guidelines, Head Start performance standards and USDA regulations regarding the recording of daily attendance and daily health checks.

Performance Standard 1305.8; 1304.20(d),(e)(l)

- On a daily basis, teachers are responsible for completing the form: **Attendance/Health Check**.
- The beginning date for each week should be written at the top in the designated space.
- Each weekly form is to be signed by the teacher.
- Teachers will also scan each child into Child Plus using the child attendance barcode system.

Attendance

- Each child in the center will be listed on the form. Attendance, absences and early/late arrivals shall be indicated with the appropriate letter next to the child's name in the "Attendance" column.
- A child may be noted as "Present Off-Site" if they are receiving special services through the program or school division outside of the classroom.
- After the form is signed by the teacher, the family advocate enters the information into Child Plus and files the original attendance form. This is done weekly. Advocates will check the paper attendance against what has been scanned into Child Plus. Advocates will consult with teachers or EHS-CCP about errors.
- The Family Advocate will print the monthly attendance form from Child Plus using report number 2305 (Attendance Report). The teacher and the advocate need to sign off on this to ensure that it is correct. This signed attendance report and the original attendance forms are all turned in with the family advocates' end of the month report.
- The ERSEA Coordinator reports daily average attendance on end of the month reports. If attendance falls below 85% this is noted and causes for the low attendance are examined.
- The attendance is an issue, the family advocate and the family will work together to determine any barriers to regular attendance. After a week if unable to contact a family through the phone or mail and the family has not kept contact with the program, the management staff will work with the direct service staff to determine on a case by case basis if family should be dropped from the program. In general, if a family has not responded to the Family Advocate's efforts to reach them within two weeks, the child will be taken off of the class list and will be replaced by a child on the waiting list.

Health Check

- Classroom staff will observe each child upon arrival in the morning and throughout the day. There will be a **Morning Health Check Poster** posted in the classroom. They should check for obvious indications of illness or injury, i.e. fever, nasal discharge, coughing, untreated cuts or abrasions, upset stomach, etc.
- If there are no problems, a single check (√) is placed next to child's name for the day in the "Health" column. If problems are identified, a double check (√√) will be placed by the child's name, and a brief explanation written in the "Comments" column. If child is ill, **Exclusion Procedures** should be followed. **Any major concerns will be entered as a case note into Child Plus.**

Referenced Procedures

Exclusion Procedures

Referenced Forms:

Attendance/Health Check

Morning Health Check Poster