

CENTRAL EGLINTON CHILDREN'S CENTRE ATTENDANCE PROTOCOL

Date Policy and Procedures Established: July 5, 2022

Date Policy and Procedures Updated: January 30, 2023, March 25, 2023, February 23, 2024

Several procedures are in place to help ensure the safety of children in our care at all times. One of the procedures is attendance keeping.

Each class has attendance, a headcount sheet as well as a Parent sign in/out form, attached to clip boards which are with the children at all times.

Educators will:

- Record the time of arrival and departure of each child.
- Take and record headcounts at regular intervals throughout the day. The time, number of children and educators, an educator's initial will be recorded on the back of the attendance page where space is provided.
- Take and record headcounts (*actual visual confirmation that each child can be seen*) at each transition (*playground to room, room to gym, etc.*), each staffing change (*late educator arrives; support educator arrives to relieve for lunch, etc.*) and at minimum every 30 minutes when outdoors.
- Record the names of children who are 'visiting' the room at the bottom of the attendance sheet including the time they arrived in the classroom and the time they returned to their 'home' class.
- Record an initial in the time box for children who are attending other programmes for a portion of the childcare time and will be returning to care, e.g. a child is attending basketball practice with the school from 3:30 p.m. dismissal until 4:30 p.m. They then return to childcare. The educators will record on the attendance a "BB" in the "in" time box connected to the child's name. When the child returns from basketball, the educators will record their time of arrival in place of the BB and add them to the total count.
- Record the names of any children who have not been picked up by programme close time, in the "Late Fee" book, and leave them in the care of the 'late staff' and record an "L" in the 'out' time box for that child on the attendance sheet.
- Check the names of the people on the Release form, if someone other than a parent/guardian picks up.
- If someone is not on the pick-up or emergency list, check with the parents to confirm someone else is picking up their child, if so ask the person picking up for photo identification.

Parents/Guardians will:

- Provide Contact information – home, work, cell and email addresses.
- Provide names and contact info of Emergency Contacts and names of Release Pick-up/Drop off persons.
- Contact CECC's office via email or phone to inform of someone different to pick up.
- Initial the parent sign in/out page to record that the child has been dropped off and again to show that the child has been picked up.

Ratios – Arrival, Departure and Rest Time

CECC may reduce the staff to child ratios as follows:

Toddler and Pre-School – 7:30 a.m. – 9:00 a.m. and 5:00 p.m. – 6:00 p.m. plus during the rest period

- **Toddler – 1.8 Regular = 1.5**
- **Pre-School – 1.12 Regular = 1.12**

**Kindergarten and School Age – 7:30 a.m. – 8:00 a.m. and 5:30 p.m. – 6:00 p.m. on instructional days
7:30 a.m. – 9:00 a.m. & 5:00 p.m. – 6:00 p.m. on full days of care**

- **Kindergarten – 1.15 Regular = 1.10**
- **School Age – 1.23 Regular = 1.15**

There are no reduced ratios permitted during outdoor play.

Inspection by Medical Officers of Health

CECC provides attendance records, upon request to Medical Officers of Health in cases of an illness outbreak.

Toronto Children's Services

Every year, CECC's consultant from Toronto Children's Services will check the attendance records to ensure they match the subsidy attendance submissions.

CECC's Auditor

CECC's Auditor annually reviews the attendance records.