

CENTRAL EGLINTON CHILDREN'S CENTRE

ATTENDANCE PROTOCOL

Date Policy and Procedures Established: July 5, 2022

Date Policy and Procedures Updated: Jan 30, 2023, March 25, 2023, February 23, 2024, Feb 25, 2025, Aug 28, 2025

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, a notes page for messages from families regarding pick up/drop off, and a Parent sign-in/out form, attached to clipboards kept with the children at all times.

Educators will:

- Record the time of arrival and departure of each child on the attendance sheets they arrive and leave. Absences are to be recorded once confirmed with the family.
- Update the headcount sheet with each arrival or departure to reflect the exact number of children at that time.
- Take and record headcounts (*actual visual confirmation that each child can be seen: name to face*) at:
 - o *regular intervals throughout the day*
 - o *the start and conclusion of each movement of the group (playground to room, room to gym, etc.),*
 - o *each staffing change (late educator arrives; support educator arrives to relieve for lunch, etc.) - each time a staff member joins/leaves the group*
 - o *minimum every 30 minutes when outdoors.*
- *Record a split headcount to document split group transitions: Ex. 10/5 I/O, 12/3 I/O, 15 I to show how many are in each small group and their location ex 18/3 O/G for 18 out/3 Gym*
- Record the names of children '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 pencil,) 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.
- If there are concerns about transitioning in/out of the playground, please call for support.

No corrections are to be made to information already recorded on the documentation sheets:

If an error is made in the recording of attendance sheet one single line will be put through the record item, it will be highlighted with a yellow highlighter and the correction note will be recorded at the bottom of the sheet in line with that day's columns and highlighted, to draw attention to the update and to help ensure an accurate count.

If an error is made in the recording of headcount sheet one single line will be put through the record item, it will be highlighted with a yellow highlighter and the correction note will be recorded in the note's section in line with the error.

- Follow the Safe Arrivals policy if a child does not return at the expected time after an extracurricular activity.
- Check the names of the people on the Release form, if someone other than a parent/guardian picks up, and check the photo ID of anyone not known to the educator on duty.
- Check with the office to inquire if an email or message was sent when someone not on the pick-up or emergency contact list comes to pick up. If no message has been received, the educators will contact the parents to confirm someone else is picking up their child. If so, ask the person picking up for photo

identification.

- Record authorization changes received in the Centre's log book and/or 'Notes' document attached to the attendance record, when informed that a person not on the pick-up list will be picking up a child,
- Document a late pick up with a sentence indicating "XXXXXX late pick up" in the notes section of the class headcount sheet. Then deliver the children and attendance clip boards to room 105 to stay with the staff assigned for Late Duty. The classroom staff will also need to record the names of the late children in the Centre's log book. Once the children have been picked up Late Duty staff will record the time the child was picked up:
 - o on the attendance record for the class
 - o in the Centre's log
 - o on the headcount sheet with a total of "0"

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 if someone different is picking 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.
- Provide a signed CECC waiver, if a child is to attend another programme for a portion of the childcare time, permitting their child to attend.

Ratios – Arrival, Departure and Rest Time

CECC may use reduced 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 = 1:8

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 = 1:13
- School Age – 1:23 Regular = 1:15

Reduced ratios are not permitted during outdoor play or excursions.

Compliance Monitoring

The Directors, or designates, will regularly review the completed attendance records to determine where issues may lie and ensure further training is provided.

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.

Inspection by Ministry of Education - Programme Advisor

CECC provides attendance records, upon request to the Ministry of Education Programme Advisor to aid in compliance and/or serious occurrence inspections.