



of Pinellas County, Inc.

Verification of receipt of Policy: ELCPC-61.3.5
Title: School Readiness Attendance Documentation

I understand it is my responsibility to provide and maintain sign in and sign out sheets for all School Readiness children in my care. The sign in and sign out sheets must include the following:

Excerpt from Policy: ELCPC-61.3.5

Providers are required to maintain the sign-in/sign-out sheets with Full Parent Signature and the time of student drop-off including a.m./p.m., of student pick-up recorded in ink. These must be completed and signed daily by School Readiness Parent or other authorized persons. Use of white out on attendance records will void the document. Inaccurate, incomplete, and/or problematic attendance records may result in a delay or loss of payment.

Any changes to attendance documentation (rosters, sign in/out sheets or any other documentation) must be completed with a strike-through, initialed and dated by the person making the change. The use of whiteout on any documents for attendance verification is strictly prohibited.

Each child must have his/her own sign in sheets. The Coalition will no longer permit siblings to be grouped together on the same sign-in/out sheet, effective March 1, 2012. Parents/guardians are required to sign each child into care with a full parent signature in ink.

I have received, read and understand the Policy: ELCPC-61.3.5 Title: School Readiness Attendance Documentation. I understand this will be considered my Technical Assistance.

Print Name

Signature

Date

Center Name

SR-61F-45

5735 Rio Vista Drive, Clearwater, Florida 33760-3137
Phone: (727) 548-1439 Fax: (727) 548-1509