**TIP SHEET**
**SIGN-IN/OUT SHEETS**

- **Know the requirements.** “Sign-in / Sign-out Sheet Rules” may be found on the Family Central, Inc. website.

- Ensure sign-in / sign-out requirements are included in the *information packet* you provide to parents new to your center, family child care home, school, or school-age program.

- **Review procedure** with parents, and other authorized persons picking up children regularly, during their first week in attendance.

- **Alert parents** that they are responsible for informing other authorized persons picking up their children as to sign-in and sign-out requirements.

- Some Providers request parents sign a copy of the rules, as a way of *conveying to parents the importance of following the rules on a daily basis*.

- **Assign staff to enforce requirements daily,** on an ongoing basis. If you have a front desk person you might assign them the task; if not, you might have parents sign-in and sign-out in the classroom and have the classroom teacher or assistant review them each day.

- **Review sign-in sheets to ensure child’s name matches the name on the child’s eligibility certificate.** Using nick names is likely to result in a reimbursement adjustment during a PAAM (Post-Attendance Audit Monitoring).

- **Review sign-in sheets routinely during program day** to ensure that every child in attendance was signed in earlier. If children are present and not signed in, *address the same day with parent/authorized person,* when picking up child(ren).

- **Review sign-in/ sign-out sheets routinely at the end of the program day** to ensure that every child was signed out. If children were signed in and not signed out, *address the next morning* with parents/authorized persons.

- **Assign staff and back-up staff** to ensure electronic sign-in sheets are printed out at the end of each month and signed and dated by the parent.
within one week of the end of the month. Ensure Providers do not sign out children as this will result in a reimbursement adjustment during a PAAM audit.

- **Assign staff to secure the attendance verification / signature of parents of VPK students** within one week of the end of each month on the Student Attendance and Parental Choice Certificate (Short Form). (Providers who leave short forms in the daily sign-in sheet books report parents signing too late or too soon, not following the requirements/instructions on the Short Form.) You might assign this task to the VPK Instructor or VPK Secondary Instructor of each VPK class to ensure Short Forms are completed according to requirements.

- **File** completed sign-in sheets by month, including electronic sign-in sheets. Separate and note sign-in sheets for children in subsidized care. This will allow easy access to requested sign-in/sign-out sheets for PAAM audits, which are collected on-site, unannounced.

- **Inform** all staff that are responsible for the daily operation of the program in the absence of the director where past sign-in sheets are stored, how they are organized and accessed, and where VPK Short Forms are kept, to ensure requested sign-in sheets and short forms are accessible and released when requested on-site, for auditing purposes.