

Chapter 7

Keeping Attendance Records

Why Attendance Records Are Important

Providers on Agreement (POA) must submit accurate attendance records to Child Care Services (CCS) so they can be paid for the child care they have provided for CCS referred children. Information about billing and reporting is in Chapter 9.

Recording Attendance of CCS Referred Children

The POA must record attendance of CCS referred children every day. The POA may use their own attendance tracking system, but when the attendance record is submitted to CCS it must be on *Form 2455 – Provider Declaration of Services*. The POA should use an Absence Contact Log to note any information regarding a child's absence. The Absence Contact Log must be sent to CCS with the Form 2455 at each billing. The POA must maintain and make available upon request a copy of the Parent/Guardian Sign-in/Sign-out sheet for the CCS referred children. There will be no payment processed without all of the correct forms.

Absences of CCS referred children must be coded according to CVWDB and CCS guidelines. See “**REMEMBER**” at the end of this chapter for absence codes.

When CCS Referred Children Are Absent and Parents Don't Call

When CCS referred children are absent and parents don't call the POA, the procedures are:

- 1st day of absence – POA notes absence on the Absence Contact Log
- 2nd day of absence – POA notes absence on the Absence Contact Log
- 3rd day of absence – POA notes absence on the Absence Contact Log and calls CCS/CSS
- 4th day of absence – POA documents child's presence or absence
- 5th day of absence –
 - a. POA documents child's presence or absence
 - b. CCS/CSS calls POA to find out if child is present
 - c. If child is present, no further action is taken
 - d. If child is absent without contact for 5 consecutive days, CCS/CSS will notify the POA of termination of care via phone and issue a Form 2450, *CCS Authorization for CC Enrollment*, to end care effective the end of the fifth day

The POA is paid for the absence(s) without notice if they have followed procedure and called CCS/CSS on the third day the child was absent.

Other Absences of CCS Referred Children

Children are allowed a total of 30 absences (A-absence without notice, AN-absence notified, and I-illness) a year. Absences are tracked by CCS beginning the day children are scheduled to begin care. CCS/CSS sends parents a notice when a child has been absent:

- 10 days total, with or without parent notice
- 20 days total, with or without parent notice

When a child's absences reach 30 days, CCS:

- Tells the POA the date the child's care is terminated
- Sends a notice to the parent that says the child's care will be terminated
- Informs the parent of any rights they may have to dispute the termination

Absence Policy Exceptions

When a child's absence is due to illness or other circumstances parents cannot control, CCS, acting on the parent's behalf, may ask the CVWDB to allow the child to stay in care. If the request is approved, the child may stay in care for up to 30 additional days until the anniversary date is reached. Usually this type of request is approved only once.

CCS Suspension of Enrollment

Sometimes a child must be absent from care for at least 15* consecutive child care days that may result in suspension. Suspensions are allowed for:

- Court ordered visits (not an automatic suspension – the parent has to choose if they want to suspend the child from care or keep paying the parent share of cost to hold their child's space open during the court ordered visit)
- Teen parents who do not have transportation to bring children to child care during semester breaks and school holidays
- Parents who live a long distance from the child care facility and cannot get children to child care during breaks in their employment or training activities
- Other circumstances, which are considered on a case-by-case basis with CVWDB, contract management staff approval

*A parent must notify CCS when a child will be absent for this length of time

CCS will terminate the child's enrollment by issuing a form 2450, *CCS Authorization for CC Enrollment*

The POA is not paid for the period of time the child is on suspension and may enroll another child in that space. When the suspension period is over, the child is guaranteed re-enrollment

and may be placed with the original provider (if space is available) or with another provider. The parent does not pay a parent share of cost during a period of suspension.

RULES THAT APPLY

The following rules apply to information in Chapter 7:

§809.13 —Board Policies for Child Care Services

§809.92 —Provider Responsibilities and Reporting Requirements

§809.114—Failure to Comply with Commission Rules and Board Policies

§809.115—Corrective Adverse Actions

Remember

Follow absence policies.

- Call CCS/CSS on the 3rd day of absence, when CCS referred children are absent three days in a row with no notice from the parent
- Keep an Absence Contact Log that documents why children are not present and submit with the form 2455
- Keep a Provider Record of Contact with CCS

Use these absence codes for Form 2455 – (E-Vision and Hard Copy)

P--The child is scheduled to attend and is present.

A--The child is scheduled to attend but is absent from care and provider NOT contacted

AN--The child is scheduled to attend but is absent and provider WAS CONTACTED. The absence is NOT due to illness / medical reasons.

I--The child is scheduled to attend but is absent due to illness or medical reasons.

NS--The child is not scheduled to attend – per parents work/school schedules. (Not applicable to part week facilities)

- A parent's irregular work/school schedule makes it necessary to schedule a full week of care even though only part of the week is used
- The child does not attend due to a parent's school break less than 15 days.
- The POA is paid for days the child is not scheduled to attend
- The absence is not counted as part of the child's total annual absences.

EM--POA must close due to an emergency such as a flooding, fire or weather.

- The POA is paid
- Closure is not counted as an absence.
- CCS approval is required.

CO--The child is absent due to court-ordered visits.

- The POA is paid
- The absences are not counted toward the total annual absences.
- Documentation required to be on file with CCS

AH—POA *paid* holiday, must be pre-approved (9 max). List must be on file with CCS.

- The POA is paid
- Closure not counted as an absence.

UH -- POA *unpaid* holiday, not one of the nine paid holidays

- The POA is not paid
- Closure not counted as an absence.
- POA should notify CCS and parents *in advance*.

EX--Extenuating circumstances

- Circumstances will be considered on a case-by-case basis with the approval of the CVWDB Contract Manager.
- Provider closure not counted as an absence.
- The POA is paid.

(_____)-- Blank, not scheduled to attend (Applicable to Part week facilities & SACC only)

- The absence is not counted as part of the child's total annual absences
- The POA is not paid