**
 iPad USAGE, Attendance and Absence Codes, Meal Counts, Sign In/Sign out Instructions
Policy:

Licensing Rule R 400.8143 Children’s Records (11)** The center shall maintain an accurate record of daily attendance at the center that includes each child’s first and last name, and each child’s arrival and departure time. **HS 1302.16 Attendance (a)** A program must track attendance for each child. **CACFP 7CFR 226.15 (e) (4)** **Records and Record Keeping** Meal attendance was taken at point of service/Meal attendance records are available and current/Center attendance records are maintained. **CACFP 7CFR 226.15 (e) (5) Records and Record Keeping** A daily count is maintained for all meals served to adults who work in the program.

**Procedure:**

**Preferred method:** Use the ChildPlus iPad attendance app to record daily attendance, meal participation and sign-in and sign-out of all children.

**Alternate method if there are iPad or internet issues:** The “Daily Attendance and Meals Worksheet” and the “Daily Attendance Sign-In / Sign-out Worksheet” will be sent via email from Sandy VanOchten every Friday morning to reflect drops and new adds during the year. Print and use the most up to date version of paper forms to eliminate confusion. Tip: Print these forms and hang them on a clipboard in an easily accessible place in the classroom in the event the iPad does not work during parent drop-off/pick-up or mealtimes.

**Parent Sign-In and Sign-Out**: Parent signatures are required for time-in and time-out for each child. Use the iPad; If there are issues with the iPad or internet, then use the “Daily Attendance Sign-In / Sign-out Worksheet” mentioned above. If the parent did not sign, then staff may complete the paper forms. Record the time; who dropped off/picked up; and then initial. Write in “BUS” for bussed children with a recorded time for bus.

**Notes**:

* Any child present for any amount of time, even if only 2 minutes, should be checked in and marked present.
* If you need Program Support to correct or enter times sign-in or sign-out times, you must send ink-originals. Scan and email SVanochten@nmcaa.net the forms first, and then stick them in the mail.
* Attendance Codes: If a child is signed in for the day, they are automatically marked “Present”
 If a child is absent, you must choose an absence reason from the dropdown list.
* Absence Reasons:
	+ Family Situation
	+ ISD Evaluation
	+ Medical/Dental Services
	+ No One Home
	+ No physical/immunizations
	+ Other (helpful if you click on the “…” to enter notes regarding the absence)
	+ Out of Town
	+ Prior to Entry Date
	+ Quarantine
	+ Rescheduled & Date
	+ Sick
	+ Transportation
	+ Unexpected Absence
	+ Weather
* If a child **leaves for an appointment** during the day and plans to return to class, we should sign the child out on the iPad when they leave the first time and continue the rest of the day on a paper sign in/out form.
	+ Sign the child back in when they return and out at the end of the day – on the paper form. This allows program support to have an accurate account of the child’s daily attendance and will also serve as a backup for the meals claimed after the child was punched out the first time.

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**Meals:** “Point of Service” is an *extremely* important CACFP regulation that we MUST follow. POS/Point of Service is when these three conditions occur: **1*)*** food and milk are on the table **2**) the child is seated at the table and **3)** children have been offered the food. (Point of Service / POS)If you need to use paper copies for recording the meal participation, use the following meal codes:

 **B**= Breakfast **L**= Lunch **S**= Snack

**Reminder**: If a child does NOT eat, but the three POS conditions noted above are met, we can claim the meal.

 It is not required that the milk be open.

**Pass the iPad:** To ensure accuracy of meal attendance, pass the iPad from table to table during the meal to indicate the child’s attendance or absence for that meal. This creates a habit for multiple adults to monitor attendance and eliminates the situation of one employee being responsible in the event of their absence.

**Adult meal counts:** Must be written each day for Breakfast and Lunch in “Non-Part CACFP” fields. To get to this screen, click on the  at the top right of that day’s meal screen. Enter the number of adults eating.

**Half-days**: If B, L and S are normally served, but the classroom serves B & S due to a half day, note this in

 Classroom Notes as “half day-served snack instead of lunch”.

**GENERAL INFO FOR FORMS:**

* Date the forms correctly! J
* A Change of Status must be sent to Michelle Karns for children who drop from the program.
* Use “A” (absent) when a child’s name appears on the attendance sheet but has dropped.
* You may write in a new child’s name at the bottom of the forms.
* Attendance sheets/sign-ins can be used through the week even if a new month starts midway.
* If you have iPad issues/internet issues, you must send ink-originals to Program Support to store in the files in office. If you miss Point of Service meals, you MUST send ink-originals to Program Support for them to enter in ChildPlus on their end. These should be placed in the mail on Fridays.
* Mail the original ink-copy attendance/meal-sheet or sign-in forms to NMCAA, Program Support, 3241 Racquet Club Dr. Ste. A, Traverse City 49684.

**GENERAL INFO FOR iPAD:**

* The Agency ID for ChildPlus (if it asks you) is “**NWMichigan**”
* Use the “Classroom Notes” section on the iPad/ChildPlus to record unusual or noteworthy classroom matters.
* Click on each child’s line to record child-specific info, see the picture below. (tip: if you click on the child’s name, it will take you out of the screen. Click on the “HS” on their line, to highlight that child, then enter “Attendance Notes”.) Below, notice how Amelia’s line is highlighted, then her child-specific info is entered in “Attendance Notes” at the bottom.

**Questions?
Sandy VanOchten: (231) 346-2135 or** **SVanochten@nmcaa.net**

**Reference: Licensing R 400.813 (11) Children’s Records,
HS 1302.16 Attendance (a) CACFP 7 CFR 226.15 (e) (5), 7 CFR 226.15 (e) (4) Records and Record Keeping**

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