

Sign In & Out Requirements



The State of Florida and other funders mandate that childcare partners caring for children in the School Readiness, VPK, and other funded programs must be signed in and out daily. The requirement documents the children's attendance in your program. The Early Learning Coalition must review, validate, and reconcile all children's attendance records submitted monthly for reimbursement according to the respective sign-in/out sheets. This process is imperative as the Early Learning Coalition must document the attendance and reimbursement approval process and ensure partners' compliance with the requirements of Rules 6M-4.500 (1), (c), and 6M-8.305 of the Florida Administrative Code, the records retention requirements established under Section 1002.84 (10) of the Florida Statutes and Sub-section 75.361 of the Code of Federal Regulations.

Please see the below listing of guidelines to assist partners in successfully meeting these requirements.

- ✓ **All children must be signed in and out every day.** This includes school-age children who are picked up at school and transported to the child care facility and children dropped off at the front door.
 1. Only an adult authorized by the parent to pick up the child may sign a child out.
 2. In no event may any officer, employee or volunteer of the Partner sign a child in or out.
 3. Facilities that have a childcare license must comply with all licensing requirements relating to sign-in/sign-out sheets.

- ✓ **The person signing children in and out must sign their own name.** Under no circumstances may one person sign the name of another.

- ✓ **Sign in/out sheets must include:**
 1. Name of child (must match name on the ELC Enrollment Certificate)
 2. Date
 3. Time in (must be accurate to the minute, may not be rounded up or down)
 4. Time out (must be accurate to the minute, may not be rounded up or down)
 5. AM and PM if offering night care
 6. Full signature of person signing child in (in ink)
 7. Full signature of parent or person authorized by the parent to pick up child (in ink)
 8. Name of Facility/Partner (must match name on Enrollment / Attendance Certification)
 9. Month / Year
 10. Siblings must have individual sign in/out sheets

- ✓ **Signature Guidelines:**

Clear Full Signature (First and Last Name) required, of the parent or person authorized by the parent to drop off/pick up the child. Signature should be legible or match the parent's/authorized guardian's government issued ID.

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- ✓ Acceptable examples:

1. *Stacey Smith*

- ✓ Unacceptable examples:

1. First name only, *ex: Stacy*
2. First name with last initial, *ex: Stacy S*
3. Last name only, *ex: Smith*
4. Last name with first initial, *ex: S Smith*
5. Initials only, *ex: SS*
6. Relationship to child only, *ex: Mom*

In the event that the childcare partner transports the child to and from the facility:

- ✓ A driver's log shall be maintained for all children being transported. This log must be in accordance with rule **65C-22.001, F.A.C.**, which indicates that the driver adheres to the following steps:
 1. The log shall be retained for a minimum of four months.
 2. The log shall include each child's name, date, time of departure, time of arrival, and signature of driver.
 3. Sign, date and record the driver's log immediately.
 4. Mark each child off the log as the children depart the vehicle.
 5. Upon arrival at the destination, a *second staff member* shall sign, date and record the driver's log immediately, verifying the driver's log and that all children have left the vehicle.
- ✓ According with rule **65C-22.001, F.A.C.**, when any vehicle is regularly used by a childcare facility to provide transportation, the driver shall have the following:
 1. A valid Florida driver's license,
 2. An annual physical examination which grants medical approval to drive, and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures.
 - (a) All child care facilities must comply with the insurance requirements found in Section 316.615(4), F.S.
 - (b) All vehicles regularly used to transport children shall be inspected annually by a mechanic to ensure proper working order. Documentation by the mechanic shall be maintained in the vehicle.
 - (c) The maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts.
 - (d) Each child, when transported, must be in an individual factory installed seat belt or federally approved child safety restraint, unless the vehicle is excluded from this requirement by Florida Statute.

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- ✓ **Electronic sign in/sign out sheets may be used in lieu of manual sign in/sign out sheets.**
 - ✓ All of the above rules apply.
 - ✓ Partners may not enter parents' codes for sign in or sign out purposes. This can be considered fraud.
 - ✓ The name that appears with the time in and time out must be the person dropping off and/or picking up the child.
 - ✓ Partners must have the parent/guardian/authorized person review a printout of the electronic sign-in/sign-out sheet at the end of every month. The parent/guardian/authorized person must **hand sign and date** the printout *in ink*.

- ✓ **Voluntary Prekindergarten Sign In/Sign Out Sheet Rules:**
 - ✓ VPK Partners that use a method other than a daily sign in/out sheet, such as attendance logs, the partner must ensure that parents certify the students' attendance each month using the **Form VPK 03L (Long Form)**.
 - ✓ VPK Partners using the **Form VPK 03S (Short Form)** must have additional back up documentation validating child attendance. *For example: Daily sign in/out sheets and (or) teachers' attendance records.*
 - ✓ Short and Long Forms must be **hand signed in ink, dated and certified** by the parent/legal guardian no earlier than the last school day of the month and no later than five (5) calendar days into the following month.

For example: The month of April 2024 can be verified and signed between the days of April 30th and May 7th.

- ✓ **Afterschool Sign In/ Out Sheet Rules:**
 - ✓ School-age children who are picked up at school and transported by the Partner must be signed in by the Partner upon arrival each day and signed out by the parent.
 - ✓ School-age children that attend for before and aftercare must have two signatures for the day on their sign in sheet (One signature when parent drops child off at the partner for before care and second signature when parent picks child up from aftercare).
 - ✓ Partner should also sign the child out when the child goes to school in the morning and then sign them back in when the child arrives after school. This totals four signatures each day.

*For example: 6:03am- signed in by parent
7:48am- signed out by partner
3:43pm- signed in by partner
5:10pm- signed out by parent*

- ✓ **Sign-in/Sign-out sheets for the current month must be in use and on-site.** All children who are present must be signed in as the ELC can only authorize reimbursement for children who are signed in and out on a daily basis.

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- ✓ **Sign-in/sign-out sheets must be submitted monthly for Attendance Processing, and Payment Validation.** Children's electronic attendance submitted to the Coalition must be accompanied by the corresponding sign-in/sign-out sheets and Certification Upload for every child for whom reimbursement is requested. Children's electronic attendance, sign-in/sign-out sheets, and other supporting documents must be submitted/uploaded to the Provider Portal of the Statewide Information System or the ELC Partner Hub no later than the third (3rd) business day of the following month.
- ✓ **Sign-in/sign-out sheets for the prior months must be on-site and accessible for unannounced audits and post attendance monitoring at the time of the request.** Original sign-in/sign-out sheets must be accessible during regular operating hours. Partners must ensure that staff in charge can access all original sign-in/sign-out sheets in their absence. If the Partner cannot produce sign-in/sign-out sheets within 72 hours per the contract and this paragraph, reimbursement may be recouped or held for any day when a completed sign-in/sign-out sheet is not immediately available on-site at the Partner's location.
- ✓ **Sign-in/sign-out sheets and attendance supporting documentation for the prior months must be archived and retained.** Children's original sign-in/sign-out sheets and other attendance supporting documents must be archived and retained for five (5) years per ELC policy and in compliance with records retention requirements established under Section 1002.84 (10) of the Florida Statutes and Sub-Section 75.361 of the Code of Federal Regulations. Children's original sign-in/sign-out sheets and attendance supporting documents must be maintained, archived, and retained for a minimum of five (5) years after the expiration of the Service Agreement.
- ✓ **White-out may not be used.** If an error is made, cross through it with one line, initial and write the correction above it. *Siblings must have individual sign-in/sign-out sheets.*

The Coalition reserves the right to make inquiries about signatures, including request for supporting documentation to substantiate that full signatures are used as well as proper documentation is maintained to validate the child's attendance.

Discrepancy, requiring an adjustment is an inability to determine whether the child was present after reviewing the attendance records and sign in/out sheets.

ELC is unable to authorize, or may require a reimbursement adjustment, under certain circumstances, including but not limited to,

- No sign-in/sign-out sheets in use.
- Missing sign-in/sign-out sheets.
- Discrepancies between attendance records and sign-in/sign-out sheets.
- Parents signing children in and/or out in advance (Pre-signing).
- Failure to submit on a monthly basis all required verification documentation, and attendance records including sign-in/sign-out Sheets.
- Failure to allow ELC staff access to facility while in operation.
- Failure to allow ELC staff access to original sign-in/sign-out sheets when requested.
- Child marked present on the attendance sheet, but not signed in and out on the sign in sheet.
- Child marked present on the attendance sheet, but sign in and sign out signatures are crossed out.
- Child marked present and signed in and out by the partner.



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- Using an electronic sign in/out system a child was signed in and out by the partner evidenced by use of the partner code or parental assigned code or scanning card.
 - Child was signed in by partner but not signed out by anyone and the partner did not transport the child to the facility.
 - School age child is signed in by partner and signed out by parent, without proper transportation documentation.
 - Any day(s) the partner exceeds licensed capacity.
 - Any day(s) for which a sign in/out sheet was not submitted.

The Early Learning Coalition (ELC) recommends that Partners establish procedures to ensure parents and guardians are signing their children in and out properly each and every day. Upon request, ELC will be glad to assist Partners in developing procedures that suits their facilities.