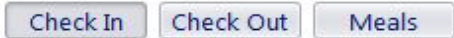


Attendance and Meal Count Scanning Protocol	
Category:	Regulations: § 1302.16(a) Attendance
	Activity/Steps:
Promoting regular attendance:	We will track attendance on the Classroom Attendance Summary Sheet <u>and</u> in ChildPlus to ensure children are safe and ensure that families are receiving information about the benefits of regular attendance through newsletters, site bulletin boards, ChildPlus reports, Family Outcome Goals, and ChildPlus Reports.
Printing ChildPlus ID cards (2340)	Family Advocates and/or other designated staff will print child ChildPlus ID badges using ChildPlus report 2340 on cardstock and laminated. Staff are able to print ID badges prior to the child being enrolled by selecting "Accepted" list.
Every Morning: Front Desk	<p><u>Preparation:</u> At the start of every morning ALL children’s ChildPlus ID badge will be located at the front Reception Desk filed in ID card holders in a binder by classroom.</p> <p>Both the Front Desk scanner and laptop computer will be located at the Front Reception Desk. The computer and laptop computer will need to have ChildPlus running and in the Entry Express module, and click on the Attendance Scanning tab. There will be three buttons in this tab; Check In, Check Out, & Meals.</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Check In - scan bar code to check in.</p>

Checking Children in and out Self-Transport:

Checking Children in: Self transport

For children that are dropped off that day, the parent/guardian will come to the front office to have their child "Checked in" to capture attendance* This procedure will also be followed for children that come on a bus from a different agency and our staff comes out to get them off the bus.

Procedure:

Check In

1. The computer and/or laptop computer will have ChildPlus running and the "Check In" button will be selected.
2. Parents will come to the front desk and sign in their child into the child's classroom in the front desk binder. Front desk personnel will ask parent their children's names and room number.
3. Front desk personnel will then get ID badge for each child from binder.
4. Front desk personnel will then scan barcode from each child's card. Wait for a beep before scanning the next card.
5. Front desk personnel will then give the ID Card to the parent to give to the teacher in the classroom.
6. Parent will now walk their child to the classroom, sign the child in the classroom binder, and give the Child's ID card to the teacher.
7. Teacher will place each child's ChildPlus ID badge in their emergency binder filed in ID card holders. Teachers must ensure that they have one ID badge for every child present in the class.

Checking Children out: Self transport

For children that are being picked up that day, the parent will come to the front office to have their child "Checked out" to capture the child has been picked up for the day. *This procedure will also be followed for children that might leave on a bus from a different agency and our staff helps load the child on the bus.

Procedure:**Check Out**

1. The computer will have ChildPlus running and the "Check Out" button will be selected.
2. Parents will come to the front desk and sign out their child from the child's classroom front desk binder. Front desk personnel will ask parent their children's names and room number and will need to show identification.
 - a. Individuals MUST be listed on Emergency Information Form (EIF).
 - b. Individuals picking up children must be at least 18 years of age.
3. After front desk has verified person picking up child/ren, front desk will provide parent with a color coded card.
 - a. Monday - Red card
 - b. Tuesday - Blue card
 - c. Wednesday - Yellow card
 - d. Thursday - Orange card
 - e. Friday - Green card

Please note, front desk personnel will be responsible for creating and making sure cards are available.
4. The parent will then give the colored coded card to the teacher to verify that the parent has actually checked in at the front desk.
5. Parents will sign their child out in the classroom binder and receive their child's ChildPlus ID Badge.
6. Parents will bring the ChildPlus ID Badge to the front desk and give it to the front desk personnel.
7. Receptionist/front desk personnel will scan the barcode on the ChildPlus ID Badge until you hear the beep from the scanner, scanning the child out of the building.
8. Front desk personnel will then replace the ChildPlus ID Badge in the front desk binder in the proper room for each child.
9. Teaching staff will collect colored cards and will double-check at the end of the day that they received all of the cards for their children. Teaching staff will then take the colored cards back to the receptionist/front desk personnel.
10. Receptionist/front desk personnel will put colored cards away.

Checking Children in and out from Transportation:

Checking Children in from the Bus:

Procedure:

Check In

1. The computer and/or Surface Pro will have ChildPlus running and the "Check In" button will be selected.
2. Follow your regular transportation procedures to get children off the bus and into the classroom.
3. Transportation Aides will come to the front desk with their bus attendance rosters to collect ChildPlus ID Badges for children that rode the bus that morning.
Receptionist/front desk personnel will then scan ID badges into ChildPlus for attendance tracking.
4. Transportation Aids will then get ID cards for each child from the binder.
5. Transportation Aids will then scan barcode from each child's card. Wait for a beep before scanning the next card.
6. Transportation Aids will then take the ChildPlus ID badges to each classroom to give to each teacher.
7. Teacher will place each child's ChildPlus ID badge in their emergency binder filed in ID card holders.
Teachers must ensure that they have one ID badge for every child present in the class.

If parent picks up child during the time of transition of departure/loading:

The teacher must instruct parent to check out child following the self-transport protocol at the front desk. Person picking up child will then wait in designated area and will not be allowed to pickup child during transition departure due to active supervision protocols.

Checking Children out from the Bus:

Procedure:

Check Out

1. The computer and/or Surface Pro will have ChildPlus running and the "Check Out" button will be selected.
2. At the end of each day, teachers will bring ALL children's ChildPlus ID Badge to the Front Desk Personnel.
3. Front desk Personnel will scan the barcode on the ID card until they hear the beep from the scanner.
4. Front desk personnel will then replace the ID card in the front desk binder in the proper room of each child.
5. Front Desk personnel must ensure that they have one ID badge for every child for every class at the end of the day.

Procedures for Scanning Meals

Preparation for Scanning Meals:

The Surface Pro/computer will need to have ChildPlus running and in the Entry Express module, and click on the Attendance Scanning tab. There will be three buttons in this tab; Check In, Check Out, & Meals. The computer that will be used to scan the meals will have the Meals button clicked.



Meals - scan bar code to record a meal.

Procedures for Meal Scanning:

Procedure:

Classroom

1. All present children's ChildPlus ID badge will be located in the emergency binder and will be facing backwards at the start of every meal and snack.
2. During all meals, classroom staff will follow all USDA procedures to be able to count the meals for that meal. When the meal is validated for each child, the staff will flip the children's ChildPlus ID badge forward.
3. Staff that will be doing the meal count scanning will come into the room and ask if they are ready for meal scanning.
4. Staff person will then scan each of the children's whose ID cards are facing forward until a beep is heard for each child.
5. Before the staff person scanning meals leave the classroom, they must check ChildPlus Entry Express -> Attendance -> and verify that the meals were captured.
5. When all rooms have the meals accounted for, staff person will return the Surface Pro and/or scanner to front desk.
6. Meals must be scanned at time of service, if scanner has not come by to scan at time of service, then bubble sheet must be used.

Important Informations:

- If a child was scanned incorrectly at any point in time, then you will need to go into the attendance tab for that classroom and manually change the attendance record. Then go back to the Entry Express module, and click on the Attendance Scanning tab. There will be three buttons in this tab; Check In, Check Out, & Meals. Make sure to Refresh the page to continue scanning for the day.
- In case the system is down (internet down, scanner not working, ChildPlus not logging on, etc.) then paper sheets will be used to document the event. For meal counts you will use Bubble Sheets. These forms must be readily available each day in the emergency binder for emergency use. These forms will be used regardless the first two (2) weeks of program start.
- For attendance you will use form Classroom Attendance Summary (Family Support 12) everyday.
- Classroom Attendance Summary (Family Support 12) and Bubble Sheets must be turned into the Front Desk Receptionist staff every week. The Receptionist will cross check the paper sheets with ChildPlus to ensure there is a 100% accuracy match. Front Desk Receptionist will notify Center Management of any discrepancies and Center Management will follow up with the appropriate staff to fix any errors.
- Centers must identify as part of their procedures who is the backup scanner person in case the front desk personnel is out, FA is out, etc.

Index:

- Computer: Computer designated to do attendance scanning. Will have a wired scanner attached.
- Front Desk Personnel: Receptionists, Floaters, Family Advocates, Center Management
- Surface Pro: Surface Pro solely designated to do attendance and meal time scanning. It will have a wireless scanner and mini USB port which should never be taken out of the Surface Pro.

Surface Pro and Scanners Assignment:

Locations	Equipment
Castlevale	1 Computer Wired Scanner 2 Surface Pros (one for HS and one for MSHS) 2 Wireless Scanners
West Valley	1 Surface Pro 1 Wireless Scanner
Jefferson	1 Computer Wired Scanner 1 Surface Pro 1 Wireless Scanner
East Valley	1 Surface Pro 1 Wireless Scanner
Bridgeport	1 Computer Wired Scanner 1 Surface Pro 1 Wireless Scanner
East Wenatchee	1 Computer Wired Scanner 1 Surface Pro 1 Wireless Scanner
Total Equipment	4 Computer Wired Scanners 7 Surface Pros 7 Wireless Scanners