

# Daily Attendance and Meal Count Procedure - ECEAP

## Purpose

This document explains how to accurately record attendance and meal count on the [Daily Attendance and Meal Count Report - ECEAP](#) for the PSESD Early Learning ECEAP program.

Research shows children benefit most from preschool programs when they attend regularly. Therefore Site/Center staff will:

- Document attendance and meals/snacks daily on the [Daily Attendance and Meal Count Report - ECEAP](#). (**Note:** Meal count on this form is only required for meals that PSESD claims.)
- Code, document the reason for absence, and address attendance concerns and chronic absenteeism.
- Follow up daily on all unreported/unknown absences.
- Review and use the [ERSEA Procedure](#) to support families who are experiencing barriers to regular attendance.
- Contact your Family Engagement Coach when absences continue after offering ongoing family support to address barriers.
- Families will not be withdrawn without prior approval from PSESD (see [ERSEA Procedure](#)).
- Complete the Litmos online training for required learning.
- The Attendance/Meal Count report can be used as an active supervision tool. If sites do not have a system for tracking which children are present for easy reference, the attendance worksheet should be used for this purpose. Keep it stored on a clipboard by the exit so teaching staff can easily bring it coming and going to/from the classroom.
- This procedure will be followed during all field trips and other activities where a CACFP meal is served outside of the classroom.

## Procedure

It is required that you take attendance at the table during each meal and snack. Please customize the form or request assistance from Colette Dutton ([cdutton@psed.org](mailto:cdutton@psed.org)). Complete the form weekly and keep the original copy on file for your records. Scan/email or fax worksheet to ESD by Monday following the week being reported.

1. **Month:** Enter current month. **Be sure to update each month.**
2. **Site & Center:** Fill in the name of the site and center for which you are taking attendance.
3. **USDA – Yes or No:** Check whether or not the ESD carries your USDA Contract (check yes even if we only provide one meal) .
4. **Model/Schedule** (Could be M/W & T/TH or other days also): Indicate whether this is a Part Day, Full Day or Extended Day class (Write in class Start & End time and days of the week).
5. **USDA Meals:** Enter the meals for this class that are on the PSESD USDA Contract at the top of each day's meal/snack columns. It is fine to track non-PSESD USDA **meals** on this form for your site records.
6. **Teacher:** Fill in the Lead teacher name. **Update if changed.**
7. **Assistant:** Fill in the Assistant Teacher name(s). **Update if changed.**
8. **Class:** Include your class ID#(i.e.: KV1, KV2). Contact Colette Dutton ([cdutton@psed.org](mailto:cdutton@psed.org)) or Sue Gettmann ([sgettman@psed.org](mailto:sgettman@psed.org)) if you do not know your class ID#.
9. **Dates:** Enter the dates of the current week, Monday through Friday, even if classes are held only part of the week.
10. **Name:** Type the child's last name, then first name (and nickname). Put these in alphabetical order by last name.

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11. **Print Attendance:** Once the children’s names are on the form and the meal abbreviations are in the shaded cells, print a blank sheet for taking handwritten attendance. See Exhibit A to view typewritten changes in Blue. Change the dates weekly before printing. Verify **ALL** children are listed and using their legal name (as it was entered in ELMS).

The steps below should be handwritten on your Attendance and Meal Count Report:

Codes/Columns	Steps
P = Present <b>OR</b> A = Absent	<ul style="list-style-type: none"> <li>Always use a ‘P’ or an ‘A’ in the “Present/Absent (P/A)” column.</li> <li>If the child is late, use a ‘P’ for present. Note that they were late in the “Reasons for Absences” column.</li> <li>Do not leave blanks in the columns that apply to your classroom.</li> </ul>
Meals: B = Breakfast L = Lunch AS = AM Snack PS = PM Snack	<ul style="list-style-type: none"> <li>Always use the meal codes for meals and snacks.</li> <li>If a child sits at the table and 1) receives their full portion of each component or 2) is offered food twice and chooses not to eat or takes small portions, mark the appropriate meal code (child does not need to eat to be counted). Do not leave blanks.</li> <li>Exceptions:               <ul style="list-style-type: none"> <li>Use ‘A’ for absent from the meal, if the child is absent or refuses to participate in the meal.</li> <li>Use ‘D’ for Disallowed if a meal that Food Service sent does not meet USDA standards.</li> <li>Use ‘E’ for ECEAP meals that children eat which do not meet USDA standards because of family food preferences.</li> </ul> </li> </ul>
New/Exited/ Transferred	<ul style="list-style-type: none"> <li>When a child is new to your classroom, write an ‘N’ followed by the date the child first attended class.</li> <li>If a child exits, write an ‘E’ followed by the final day the child attended class.</li> <li>If a child transfers into the classroom, write ‘T-I’ followed by the first day the child is in class.</li> <li>If a child transfers out of the classroom, write ‘T-O’ followed by the last day the child attended class.</li> <li><b>Note:</b> the child may only start, exit or transfer on days when class is actually in session.</li> </ul>
Reasons for Absences	<ul style="list-style-type: none"> <li>This is the column where you note your phone calls, reasons for absences and if a child is late.</li> <li>You must make a note in the right column of the reason for any absence. Note day of week for more than one absence in a week. <b>Example:</b> T- ill, Th – with grandma</li> </ul>
Attendance Percentage	<ul style="list-style-type: none"> <li>Calculate the weekly attendance percentage by using these steps and filling in each box:               <ul style="list-style-type: none"> <li>Total the number of children who were “present” for the week.</li> <li>Total the number of class days and multiply the number by this class’s Funded Enrollment Level (FEL).</li> <li>Divide the Total Present (A) by the Total FEL (B).</li> </ul> </li> </ul>

See a sample of a completed Attendance and Meal Count Report.