

# Daily Attendance and Meal Count Procedure - Center-Based Head Start and Early Head Start

## Purpose

This document will explain how to accurately record attendance and meal count on the Attendance/Meal Count Report form for the PSESD Early Learning Program Head Start ~ Part Day/Full Day and Early Head Start Center-based programs. Note: Early Head Start Home-based programs, please refer to your attendance procedure.

## Guidance

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 Attendance/Meal Count Report. (Note: Meal count on this form is only required for meals that PSESD claims.)
- Code, document reason for absence, and address attendance concerns and chronic absenteeism.
- Follow up daily on all unreported/unknown absences.
- Review and use the *ERSEA Attendance Procedure* to support families who are experiencing barriers to regular attendance.
- Contact the PSESD Senior Regional Coordinator, Family Support when absences continue after offering on-going family support to address barriers.
- Families will not be withdrawn without prior approval from designated PSESD Family Support staff or Early Learning Program Director (see *ERSEA Attendance Procedure*).
- Complete the online training at <http://classes.earlylearningwa.org> for required learning.
- The attendance worksheet 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.

**See pages 2 and 3 for Procedure Table**

## Related Documents

ERSEA Attendance Procedure

**Daily Attendance and Meal Count Procedure - Center-Based Head Start and Early Head Start**

Full Day Staff	Part Day Staff	Tasks																																										
Family Advocate (or designee)	Family Support Staff (or designee)	<p><b>Step 1: Print Out</b> Print out attendance worksheet for the week. See ChildPlus instructions on <a href="http://www.earlylearningwa.org">www.earlylearningwa.org</a> for this task. <b>Important:</b> Label each attendance form (top of page) with the meals being claimed by PSESD (i.e. PM Snack, Late PM Snack).</p>																																										
Teaching Staff/ Providers	Teaching Staff	<p><b>Step 2: Head Start Attendance</b> Complete the attendance column, following the instructions below:</p> <ul style="list-style-type: none"> <li>A child is considered present if they were present for any part of the day, for any meal. Mark P = Present (<i>Note: Until ChildPlus report is updated and pre-populated P's are removed, leave pre-populated 'P' as is or circle the 'P' to indicate a child is present.</i>)</li> <li>For each child who was absent (not present for any part of the day), determine the nature of the absence. See Attendance Codes sheet.                      N = not scheduled    E = excused due to illness                      U = unknown    X = not enrolled                      - = indicates center was closed</li> </ul> <p>Note: 'N' can be used if a child is enrolled to start on a certain day i.e. slow start.</p>																																										
Teaching Staff/ Providers	Teaching Staff	<table border="1" data-bbox="544 835 1523 1077"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>L</th> <th>S</th> <th>S</th> <th>Reason for any absence or non-scheduled day</th> </tr> </thead> <tbody> <tr> <td>Johnny Headstart</td> <td>P</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Johnette Preschooler</td> <td>P</td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Johnboy Fouryearold</td> <td>E</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jonni Threeyearold</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jon Begood</td> <td>U</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Johnny was present.</li> <li>Johnette was present.</li> <li>Johnboy was not present. He did not come to school today. Family called and he has the flu.</li> <li>Jonni was not present. She is not scheduled to come to school on this day.</li> <li>Jon was not present. He did not come to school today. Staff does not know the reason for the absence and has not talked to the family.</li> <li>Consult with others on your team to determine the correct code.</li> <li>A "U" code may change to an "E" if an absence which was "unknown" to staff at the beginning of the day turns out to be an absence due to illness;</li> <li>A "U" may change to a "P" if a child arrives late in the day.</li> <li>Often an absence of more than one day will be a "U" on the first day (no phone call, no one knows why the child is absent) and then become an "E" Parent called to say the child is ill or an "N" if the parent calls and says grandma is in town and watching the kids for 3 days, for example.</li> </ul> <p>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. Example: T- ill, Th - with grandma.</p>		A	B	L	S	S	Reason for any absence or non-scheduled day	Johnny Headstart	P	✓	✓	✓			Johnette Preschooler	P		✓	✓			Johnboy Fouryearold	E						Jonni Threeyearold	N						Jon Begood	U					
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Teaching Staff/ Providers	Teaching Staff	<p><b>Step 3: Meal Count</b> Take a meal count at each meal (at mealtime), following the instructions below:</p> <ul style="list-style-type: none"> <li>If a child sits at table and 1) receives their full portion of each component or 2) is offered food twice and chooses not to eat, put a check in the appropriate box (child does not need to eat to be counted).</li> <li>If a child is not present for the meal, leave the box blank</li> </ul> <table border="1" data-bbox="544 495 1365 806"> <thead> <tr> <th rowspan="2"></th> <th colspan="5">Day of Week</th> <th rowspan="2">Reason for any absence or non-scheduled day</th> </tr> <tr> <th>A</th> <th>B</th> <th>L</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>Johnny Headstart</td> <td>P</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Johnette Preschooler</td> <td>P</td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Johnboy Fouryearold</td> <td>E</td> <td></td> <td></td> <td></td> <td></td> <td>Sick</td> </tr> <tr> <td>Jonni Threeyearold</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td>With Mom</td> </tr> <tr> <td>Jon Begood</td> <td>U</td> <td></td> <td></td> <td></td> <td></td> <td>Unknown</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Johnny was present for breakfast, lunch and early pm snack. He was not present for the late pm snack.</li> <li>Johnette was present for lunch and early pm snack. She was not present for breakfast or late pm snack.</li> <li>Johnboy was not present at any meals.</li> <li>Jonni was not present at any meals.</li> <li>Jon was not present at any meals.</li> </ul> <p><b>* Meal count on this form is only required for meals that ESD claims</b></p>		Day of Week					Reason for any absence or non-scheduled day	A	B	L	S	S	Johnny Headstart	P	✓	✓	✓			Johnette Preschooler	P		✓	✓			Johnboy Fouryearold	E					Sick	Jonni Threeyearold	N					With Mom	Jon Begood	U					Unknown
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Teachers Providers		<p><b>Step 4: Full Day Teacher Planning Hours</b> At the end of each day, Full Day teachers/providers circle the amount of non-contact time they had that day. Family Childcare Provider faxes attendance/meal count form to Family Advocate at ESD at this time.</p>																																															
Designated by Center  Family Support staff	Designated by Center  Family Support staff	<p><b>Step 5: Totals</b> Daily:</p> <ul style="list-style-type: none"> <li>Enter the total number of children present (P), and the total number of absences: excused (E), unplanned (U), and not-scheduled (N), each day.</li> <li>Enter the total number of children present for each meal .</li> </ul> <p>Weekly:</p> <ul style="list-style-type: none"> <li>On Friday (or Monday), enter your weekly totals for attendance (P, E, U, N) and meal counts – by adding the daily totals together in each category.</li> <li>Calculate A&amp;D, total present + total not-scheduled.</li> <li>Calculate F, Funded enrollment x the total number of class days. A class day is a child contact day and also a food service (FS) day.</li> <li>Calculate the average daily attendance, (A+D) / F x 100.</li> <li>Fill in the steps your team will take if attendance is below 90%.</li> </ul>																																															
Family Support staff	Family Support staff	<p><b>Step 6: Weekly ChildPlus Input – See ChildPlus Manual</b> Scan/email or fax worksheet to ESD by Monday following the week being reported.</p>																																															