

CP#: Enter Attendance/Meal Count Record in Child Plus

Child Plus Instructions >

Verify Attendance/Meal Count Record Data

The Attendance/Meal Count data is recorded by the teaching staff. Family Workers (FW) will receive the Attendance/Meal Count after class each Friday or within 2 days after the end of the month for state classrooms. The FW must verify that all the information is complete, accurate, and that a reason for absence code is documented for every absence. (See chart and definitions below)

<u>Excused</u>	<u>Unexcused</u>	<u>Non-Scheduled</u>
Appointment	No Show, No Call	NonSched: See Notes
BIOC: See Notes	Other: See Notes	NonSched: Lack of Staff
Court Ordered Visitation		NonSched: Positive Behavior Support - Plan of Action (PBS-POA)
Family Emergency: See Notes		
Other: See Notes		
Sick (see Keep Me Home chart)		
No Transportation		

**** See Notes:** FW, Receptionist, HT/SS must enter reason for absence in the Attendance note section of ChildPlus

Definition of Reason for Absence

Best Interest of Child (BIOC) – Limited to 10 days per program year. Best Interest of Child (BIOC) days are considered excused absences.

For example:

- Vacation/Out of town
- Stay home with visiting relatives
- Special time with friend
- Special event (i.e., birthday or religious holiday)
- Others clearly in the best interest of the child

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Family Emergency: See Notes – is used when a family is experiencing an unexpected emergency requiring the family members action that results in an absence.

For example:

- Mom was called in to work and cannot bring child to school
- Family's pipes are frozen, and family cannot bring child to school
- Illness of sibling
- House Fire
- Natural Disasters
- Power shut offs
- Death of immediate family member

(Always document reason for Family Emergency in Attendance Notes in ChildPlus)

Sick:

Refer to the Health and Safety section of the Parent Handbook, under illness and daily health check for examples of illnesses.

If the enrolled child's parent is ill or has a medical emergency issue, this can be coded as "Sick" for the child.

Non-scheduled: See Notes

Is used when circumstances prohibit a child from attending class and the absence is directly related to a SHS issue or plan.

Examples:

- A child needs a special needs aide and SHS is in the process of hiring. If the child cannot attend until the special needs' aide is hired, we may use the Non-scheduled code for this absence.
- Special needs aide is absent/ill.
- Child has Positive Behavior Support - Plan of Action where the child is missing school days as part of a set plan.

(Always document reason for Non-scheduled in Attendance Notes in ChildPlus)

No Transportation – is used when an absence is related in any way to vehicle issues. For

example:

- Family does not have gas or gas money
- Family's vehicle is not running
- Family has one vehicle, and one parent has the vehicle at work.

Unexcused Absences

For example:

- Child did not feel like coming to school and is feeling well
- Parent or child overslept
- Any absence not falling in the excused category

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If a class day must be canceled, you must notify the Data Systems Coordinator (DSC) and the Family Services Manager (FSM). They will change the class to canceled for the day and document the reason in the classroom notes.

Cancelled Notify DSC & FSM to cancel the day in ChildPlus	Closed	Holiday	Teacher Workday
Unexpected cancellation of class/services: Low staff, no power/ water, etc. Data Systems Coordinator will enter this information and will enter the reason for the cancellation in the classroom notes.	Non-holiday days agency does not provide services: additional days for Winter Break, Spring Break, Thanksgiving Data Systems Coordinator will enter this information	Federal Holidays class does not operate Data Systems Coordinator will enter this information	Staff Development/ Training days class does not operate Data Systems Coordinator will enter this information

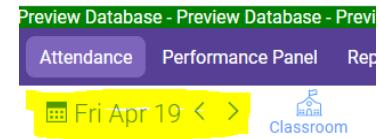
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The Attendance/Meal Count Record data is entered into Child Plus Online by the Family Worker, Receptionist, Head Teacher, or Site Supervisor on a weekly basis. Once the data is entered for the week, run the CP 2310 [Daily Attendance by Classroom report](#) to verify the data entry for accuracy.

From Services > Click on the “Attendance” tab

1. In the upper left corner, Using the calendar, click on the date for which attendance and meal counts are to be entered.
2. A list of enrolled participants is displayed. Complete the attendance (see Absence Chart and Definitions in this SOP) and meal counts for every child on that day (notice that Child Plus defaults to everyone being present and eating every meal).
3. Uncheck all meals that students have not participated in
4. Press the save icon in the top right corner.



Attendance | Performance Panel | Reports | Services | Setup

Tue Apr 16 < > Classroom

Attendance | Absence Reason | Notes | Breakfast | Lunch | PM Snack | In | Signature | Out | Signature

Save | Cancel | ...

Participant	Attendance	Absence Reason	Notes	Breakfast	Lunch	PM Snack	In	Signature	Out	Signature	...
Alvey, Cortez	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Arnold, Kevin	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Barron, Alex	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Beltran, Johnson	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Chalmers, Kimberly	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Chalmers, Kurtis	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Forsythe, Ellis	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Fulton, Joseph	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Lipp, Mohammad	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Massey, Gregorio	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Moniz, Felipe	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Peterson, CeCe	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Rey, Yen	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...
Robichaud, Sina	Out 2:00 p	Present		✓	✓	✓	8:00 AM		2:00 PM		...

In: 0/19 P-19 B-19 L-19 P-19

CP

ADDING NON-PARTICIPANT MEALS

1. Next to the classroom name on the attendance data entry screen press the  symbol.
2. After pressing this you can change the classroom status (if class unexpectedly is closed), add notes, count and mark nonparticipant meals by CACFP and non-CACFP.

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 Tue Apr 23 < >  Classroom

Participant

Attendance 

Absence Re...

Faith House Center • Classroom A

Open

4/23/2024 - Faith House Center • Classroom A 

Status

Classroom Status

Open



Notes

Classroom Notes

**Nonparticipant Meals**

	Breakfast	AM Snack	Lunch	PM Snack	Supper
Non-CACFP	0	0	0	0	0
CACFP	0	0	0	0	0

Attachments [Add Attachment](#) [Options](#)

This classroom does not have any Attendance attachments.

Attendance created by Admin 4/23/24

Last updated by Admin 4/23/24

3. Repeat the steps above for all days that are completed on the Attendance/Meal Count Record.