



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #40

Date: September 5, 2008
Subject: Sign in and Out Sheets

A foster parent has brought to our attention a potential security issue with regard to sign in and out sheets. Specifically, the foster parent stated that sign in and out sheets that are designed to capture all children's names on one document can unintentionally provide information to family members of the foster child.

For example if a foster parent signs a foster child into a facility and later on in the day the biological parent of the foster child signs in a sibling of the foster child the parent will be aware that the foster child is attending the program and present. In addition, information related to the foster parent's phone number and address may also be revealed if it is required on the sign in and out sheets.

The Coalition strongly recommends providers to consider the concerns of the foster parent and revise the sign in and out process to address the security issue while keeping in mind child care licensing requirements, school readiness reimbursement requirements, and portable attendance requirements. Such revisions to the system **may** include the following:

Suggestion 1:

1. Require parents to sign a child in and out on individual papers and place them in a locked box.
2. Require teachers to document child attendance on a portable attendance record that is maintained in a strictly confidential manner.

Suggestion 2:

Utilize an electronic system that does not allow parents to view the sign in records of other children.

If you have any questions or concerns related to this Alert please contact Sonya Bosanko at 352-563-9939 Ext. 224 or sbosanko@elc-naturecoast.org

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