



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #74

Date: October 15, 2009
Subject: Daily Sign in/out Sheets

School Readiness providers contracted with the Coalition are required to submit sign in/out sheets for the prior month on or before the 7th working day of the current month. The sign in/out sheets are considered the “receipt” for payment made to providers based on the attendance rolls submitted by the 2nd working day of the month. Failure to submit the sign in/out sheets by the due date WILL result in a complete payback of payment during the next reimbursement period.

While conducting attendance monitoring for the months submitted since June 2009, the Coalition has identified many errors resulting in several provider payment adjustments that could have been avoided. Coalition staff have noticed a pattern with some of the parent/guardian signatures that will require additional investigation that may result in a complete payback of payment. Please check your sign in/out sheets daily to make sure you are receiving the maximum benefit of being a School Readiness provider. In addition, it may require training from your staff to ensure parents/guardians fully understand the consequences you face as a provider for their lack of attention to detail.

Some of the issues noted are as follows:

- Child marked as present with an X on the attendance roll but no parent sign-in/out time or signature. This would result in a payback from the provider the following month.
- Child marked A (absent) or E (excused) on the attendance roll but the sign in/out sheet has a parent signature. (That would be a payable day overlooked by the provider; therefore it is not reimbursed)
- Parent documents time-in and no time-out; or no time-in with a time-out.

Sign in/out sheets must include, at a minimum:

- Provider name
- Provider county
- Date(s) specific to the sign/out sheet
- Child(ren)'s name(s) – first and last as in EFS (child's birth name, not nickname)
- Place for time in and parent signature (or other authorized person's signature)
- Place for time out and parent signature (or other authorized person's signature)
- Note that if bus travel to/from school is involved, the document would need an additional sign in/out section

Main Office
1564 N. Meadowcrest Blvd.
Crystal River, FL 34429
(352) 563-9939
(352) 563-5933 fax

Chiefland Office
212 N. Main St.
Chiefland, FL 32626
(352) 490-5855
(352) 490-6762 fax

Bushnell Office
114 Jumper Dr North
Bushnell, FL 33513
(352) 793-5430
(352) 793-6230 fax

The parent/guardian MUST document daily the sign in time and the sign out time, verified with at least one signature. It would be considered a best practice if the provider required parents/guardians to sign their full names during arrival and pick-up.

Please note that the signature for sign in/out may be the person authorized by the parent/guardian to drop off or pick up the child; for school-age children, the signature may be the staff person that delivers the child to the bus driver (AM) or the staff person that receives the child off a bus (PM).

Please speak with your parents to inform them of the proper way to sign their children in and out of your care. Feel free to contact the Client Services Manager for your area should you have questions or comments.

Citrus County: Tom Scheffey – (352) 563-5593 x238 or tscheffey@elc-naturecoast.org

Dixie, Gilchrist, or Levy Counties: Tonya Hiers – (352) 490-5855 x410 or thiers@elc-naturecoast.org

Sumter County: Sandra Woodard – (352) 793-5430 x313 or swoodard@elc-naturecoast.org

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