

Preschool Center Based Virtual Attendance Procedure

Staff promotes the importance of attendance and the benefits to regular attendance to each family from initial enrollment through ongoing conversations and sharing resources. The trusting relationships established between staff and families strengthen child and family attendance and communication around attendance. Attendance is discussed from the beginning of the relationship and continues throughout the child's participation in the program.

During the program's virtual status, attendance will be taken in ChildPlus for regularly scheduled Zoom classroom opportunities. For each day that a classroom Zoom is offered, attendance will be taken in ChildPlus. If a child/family attends the classroom Zoom, the child will be marked present in ChildPlus. If the child/family did not attend the classroom Zoom, the child will be marked absent in ChildPlus. If there are multiple Zoom classes offered in one day, the child only needs to be marked present once and a note added to the notes in attendance. No reason needs to be entered for children/families being absent from zoom. Other Family Engagement opportunities (YouTube, Ready Rosie, etc.) will be documented in other locations.

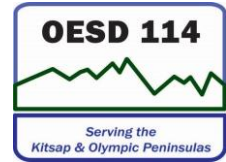
Attendance

Delete Attendance

Wed Sep 16, 2020 - Bud Hawk/Jackson

Classroom Status [Classroom Notes](#) [Non-Participant](#)

10 Participants ▲	Att.	Absence Reason
[REDACTED]	P ▼	
[REDACTED]	P ▼	
[REDACTED]	P ▼	
[REDACTED]	P ▼	
[REDACTED]	A ▼	▼
[REDACTED]	A ▼	▼
[REDACTED]	A ▼	▼
[REDACTED]	A ▼	▼
[REDACTED]	P ▼	
[REDACTED]	P ▼	



Preschool Center Based Virtual Attendance Procedure

Additional Notes should be added for each child as needed. Here are some examples for children that both attended OR were absent.

Present Examples:

Attendance Notes for [REDACTED] on 9/16/20



9/16/2020 9:10 AM Erin Schafer attended 2 zooms

Attendance Notes for [REDACTED] on 9/16/20



9/16/2020 9:10 AM Erin Schafer attended morning and evening Zoom

Absent Examples:

Attendance Notes for [REDACTED] on 9/16/20



9/16/2020 9:44 AM Erin Schafer family was not able to attend today's zoom because they were using the device for the older child at the same time.

Attendance Notes for [REDACTED] on 9/16/20



9/16/2020 9:44 AM Erin Schafer child is not able to participate in zoom options due to internet connection issues.