



ATTENDANCE FORM

WHAT IS DIFFERENT?

Programs have always been required to keep an attendance of the children on a daily basis but now fewer details are specified in the requirements. The CNCR requires that attendance is recorded for both arrival AND departure, and parents must sign children in and out. It also specifies that staff must also use the attendance form to take attendance at regular intervals, and the form must be portable so that it is immediately accessible to staff in an emergency.

WHY IS IT IMPORTANT?

- Records of attendance are a cornerstone of child safety AND accountability.
- The attendance form provides information relevant to the care of the child such as location of the parent.
- By knowing which children are present, your staff are prepared in cases of emergency and your organization has documentation should any legal issues arise around program use.
- Attendance can be used to confirm all children evacuated the facility in the event of an emergency.
- Attendance provides a historic record of the use of the program, which is essential for both confirmation and potential legal issues.
- For Combined and Short Term Care, the attendance form helps to manage the number of children to ensure you meet ratios. As short-term children come and go throughout the day, the attendance form will make it easier to recognize the availability of space and manage the intake of children into your program.

IMPLEMENTATION

- Work with staff to develop a style of attendance form that best suits the needs of your program.
- Determine what information must be included based on the type of care you provide and CNC Requirements.
- Identify the format that will work best for your staff and program(s).
- Attendance must be taken each time a child arrives or leaves the CNC space, but how you do that

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will depend on your physical set up and program details.

- Ensure all sections on the Attendance Form are completed at all times.
- Review the attendance form to manage space availability and ratios as short-term children come and go.

SUPPORTING DOCUMENTS

- Sample Attendance Form
- Sample CNC Session Management Form - Short Term

REQUIREMENTS

1-3 ATTENDANCE

Information about All Children

- a. For each CNC session, the ISO has a CNC Child Attendance Form to record each arrival and departure of each child.
- b. A completed CNC Child Attendance Form has at least the following:
 1. Information about the session, including the date, time, and name of a qualified CNC staff member.
 2. The location of the parent.
 3. Sign in and sign out information for each child.
- c. While a child is participating in CNC, information collected on the CNC Child Attendance Form is available to staff in a portable format that is immediately accessible to CNC staff in an emergency.
- d. CNC staff use attendance information to monitor the presence of children at regular intervals.

Additional Information about Children Receiving Short Term CNC

- e. The CNC program has a means of
 1. Identifying each child who is receiving short term care; and
 2. Connecting each child who is receiving short term care to his or her parent.