MVCDC Support

Where Are My Students? Taking Attendance on First Day of New Term

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Where Are My Students?

When classes start on the first day of a new term, you must approach the weekly attendance and meal count sheet a little differently.

You must remember that on the first day, NO CHILD is marked as ENROLLED. Every child is marked in ChildPlus as ACCEPTED until they show up in a classroom. So, for the first week, you need to run the attendance/sign in sheet on ACCEPTED children in your classroom, not on ENROLLED. Otherwise, your roster will be blank.

If students show up who are not on your sheet, write them in by hand (they may have been ACCEPTED after you printed the initial sign in sheet).

At the end of each day, the attendance list needs to be given to the **the C&F Supervisor** who must, at that point, go into the child's ENROLLMENT tab in ChildPlus to mark them as ENROLLED for the correct entry date.

Until a child is marked as Enrolled, they will not show up in the ATTENDANCE tab for a given classroom, and as a result, their attendance and meals cannot be

entered into ChildPlus at that point. Once a child is marked as enrolled, the C&F Supervisor needs to make sure to enter any attendance data and meal counts that occurred before the child was officially marked as enrolled.

New Program Year

 After the program year ends in June, the status of all students gets changed to Completed Program Term. The only children who can be ENROLLED are those in the 2024-2025 program year. And, only if they have showed up to class and been set to ENROLLED in ChildPlus by a C&F Supervisor or some other permission-wielding person.

In ChildPlus, before you can view your new students, you must use the Selection Pane to choose current year and enrolled to see those kids. In the first weeks of the new program year, it's probably wise when looking at your classrooms to select both ENROLLED and ACCEPTED to both who is there and who should be there but hasn't been marked as enrolled yet.

This is not an automatic process in ChildPlus. Staff MUST choose the correct settings for all reports and must manually update settings in the Services/Participant list to see current year and ENROLLED (or enrolled and accepted). This apples to the online ChildPlus and the Performance.

Report 2316 will create a sign-in sheet for parents. This can be run on ACCEPTED children in the classroom. However, this does not have all the details required by the state of Ohio Department of Jobs & Family Services (see requirements below).

ODJFS Child Care Center Requirements:

Child care centers must maintain written documentation for each child, including:

- Child's name and birth date
- Assigned group (classroom) for the child
- Child's weekly schedule
- Arrival and departure times (including transportation by the program).

The link below is a fillable PDF file that can be used for the first day of attendance as well (but must have the names and other information added to the form):

FORM: JFS 01208 WEEKLY ATTENDANCE FOR CHILD CARE (DCY)

https://www.odjfs.state.oh.us/forms/num/DCY01208/pdf/

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