

 Policy #: A-4	Effective Date: 3/8/95	Page #: 1 of 2
	Policy Council Approval Date: 8/28/07, 2/26/08	Revision Date: 4/12/07, 2/12/08, 8/26/08

COMPONENT: ADMINISTRATION

SUBJECT: EMPLOYEE SIGN-IN/SIGN-OUT

PERFORMANCE OBJECTIVE: Two-way communication between Head Start centers and the Head Start Central Office is important for supervision, safety, and maintenance of the adult: child ratio at all times. Center staff must not leave the job site for personal or business reasons during the operational day unless the adult: child ratio is maintained and with their **supervisor’s approval**. The Sign-In/Sign-Out form has been implemented in order to maintain a record of employees who leave the center during class operational time and to verify that these absences are related to program services. Staff is to sign in upon arrival of the workday and sign out if they leave early or upon completion of their day.

OPERATIONAL PROCEDURE:

Teaching staff work hours are as follows:

1. Regular Head Start range from 7:00 a.m. to 3:00 p.m. M-F.
2. Extended Care classrooms range from 6:30 a.m. to 5:30 p.m. M-F.
3. State Extended Care classrooms range from 6:00 a.m. to 6:00 p.m. M-F.

If there is a training day/snow day, teachers will work 10 hours. 7:00 a.m. to 5:30 p.m. Work hours could be varied based on teacher child ratio or at supervisor’s request.

Any time after reporting to work, if Center staff leaves the job site, they must sign out, using the “Employee Sign-In/Sign-Out Log.” This includes leaving the job site for either business or personal reasons.

Staff is not permitted to run personal errands or otherwise leave the Center when children are present unless the adult child ratio is maintained and the absence is relative to program services and cannot be accomplished after the children have left for the day or on a non-teaching day.

The “Employee Sign-Out/Sign-In Log” is to be turned in to the Head Start Central Office at the end of every pay period.

