

CCSA Scholarship Attendance Worksheet Guide

Please see the reverse side for instructions about how to complete this attendance worksheet.

CCSA Child Care Scholarship Monthly Attendance Worksheet
ABCD Sample Child Care Center (87654321) 919-555-5555

Month: _____ (1.)

Child's Name	# Days Present	# Days Absent	# Days Closed	Total # Days	Reason Absent	Parent Fee Assigned	Amt Collected (if different)
John Doe						\$16.67	
Jane Doe	(2.)	(3.)	(4.)	(5.)	(6.)	\$149.43	(7.)
James Smith						\$228.74	

Comments: Please use this space to communicate about excessive absences, past due parent fees, exits or notice of service termination from families, reasons for facility closures, or any issue requiring our attention.

(8.)

Attendance Submission:
-Please **SCAN and E-MAIL** to scholarship@childcareservices.org; **FAX to 919-403-6959**, Attn: Scholarship; or **MAIL to or DROP OFF** at the front desk at 1201 S. Briggs Ave. in Durham or 1829 E. Franklin St., Bldg 1000 in Chapel Hill.
-Attendance worksheets must be received by the due date on the Attendance Worksheet Due Date Calendar, and signature is required for reimbursement.
-Use the "Amt Collected (if different)" block to indicate the total parent fee you collected if it is different than the amount recorded in the "Parent Fee Assigned" block. Please do not include overage (amount of tuition beyond reimbursement) when reporting the amount you collected.

By signing below, I attest to the following and confirm that I am authorized to do so:
-the information provided on this form accurately reflects attendance for the children listed.
-the above named facility is in compliance with the Scholarship Program's General Provider Agreement and Licensure & Regulatory Compliance Policies, including having notified the Scholarship program of any child maltreatment investigation open at the facility.

(9.) _____
Signature of Scholarship Agent

(10.) _____
Date

Instructions for Completing Attendance

Each month, you will receive an attendance sheet by mail along with your payment details from the previous month. This attendance sheet will have the names and parent fees of the children at your site pre-populated on them. Occasionally, a child may be left off of your attendance sheet if they just had a contract renewal or started after the first of the month. If you have a child at your program on CCSA Scholarship who is not listed on your attendance sheet, please write the child's name at the bottom and include their # Days Present, # Days Absent, # Days Closed, and Total Days along with any notes regarding absences and parent fee information.

Please remember that since attendance is due before the end of the month, you will need to project attendance through the end of the month based on the child's attendance pattern up until that point.

The following tips are designed to help you fill out the monthly attendance sheet. If you ever have any questions about filling out the attendance sheet, you can e-mail scholarship@childcareservices.org or give us a call at 919-403-6950. The numbers below correspond to the different parts of the attendance sheet on the opposite side of this page.

1. **Month:** Enter the month and year for which you are reporting attendance.
2. **# of Days Present:** Include the number of days the child has attended + the number of expected days of attendance through the end of the month. Please take into account contract start and end dates, if applicable, and exclude days not covered by the contract.
3. **# of Days Absent:** Include the number of days the child has been absent + the number of expected absences through the end of the month. Please take into account contract start and end dates, if applicable, and exclude days not covered by the contract.
4. **# Days Closed:** Include the number of days your program has been or will be closed this month. Days closed include days you are closed for any reason, including, but not limited to, holidays, teacher work days, closures for inclement weather, etc. These do not count against your payment.
5. **Total # of Days:** Equal to # of Days Present + # of Days Absent + # of Days Closed. The Total # of Days should be the number of weekdays in the month, including holidays, unless you had a child whose contract started or ended mid-month. The Total # of Days column should always be the sum of the first three columns.
6. **Reason Absent:** Please indicate the reason for any absences. If not known, write "unknown."
7. **Amount Collected (if Different):** Use this column if a parent paid something different than the assigned fee (i.e. amount pro-rated due to contract starting mid-month). Do NOT record overage or other fees the family pays in this column. If the parent paid their assigned parent fee that month, you may leave this column blank.
8. **Comments:** Please use the comments to describe any situations that may be unclear or that need additional attention.
9. **Signature:** Your signature affirms the statement that precedes it. Attendance sheets cannot be accepted if they are not signed. If you need to notify us of any issues related to your facility's compliance so that you can sign the statement, you may call us at 919-403-6950 or e-mail us at scholarship@childcareservices.org.
10. **Date:** Attendance sheets cannot be accepted if they do not have a valid date. To be valid, the attendance sheet must be dated on or after the 10th business day of the month.