

Roster Guideline

According to the dictionary, the definition for “roster” is: A list of persons or groups.

For licensed child care facilities, the rule related to rosters is the following:

R9-5-306. Admission and Release of Children; Attendance Records

B. A licensee shall:

1. Develop, document, and implement policies and procedures to ensure that a staff member maintains daily documentation of the presence of an enrolled child in an activity area that includes a method to account for any temporary absences of the enrolled child from the activity area, and
2. Maintain the documentation of the presence of enrolled children in an activity area required in subsection (B)(1) on facility premises for 12 months after the date of the documentation.

This requirement is separate from documenting the admission and release of enrolled children (see R9-5-306.A), in that the “roster” must be an accurate reflection of the children present in a particular area at any given time.

Here is an example of what is expected:

At 9:30 AM, there are 12 enrolled children in the Preschool classroom. The roster, dated today, lists the names of the 12 children.

At 10:15 AM, 5 of the children go to the playground for a special activity. The roster in the Preschool room now indicates there are 7 children still in the room – the five who left have been “marked out” of the Preschool Room. The roster available on the playground now indicates the addition of the 5 children.

Another option would be to start a new list for the room/activity area when there is a change in the population of the area.

There is no standard format for acceptable rosters. There are many formats that meet the rule requirement and the needs of the licensed programs in terms of flexibility and dependable record-keeping. This documentation, when used consistently, not only protects the children enrolled in your program – *ensuring that the responsible adults are aware of where each one is at any given time* – but also can verify and provide concrete documentation for your staff regarding which children are in their care at the facility.

If you have any questions regarding your methods of documenting children in activity areas during the course of the day in your program, please contact your Licensing Surveyor. Included in this document are some samples of rosters that are acceptable when used properly. These are NOT the only rosters that meet the rule requirement – there are many documentation systems that do so, and you are welcome to adapt them to your program needs. Do remember that whatever type of form/documentation you use **must be kept for 12 months**.

[name of facility/room]

Roster

[Day, date]

	<u>Name</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						



Date: _____ M T W TH F

Classroom: _____

CHILD NAME Last Name, First Name	Time In	Time Out		Time In	Time Out		Time In	Time Out		Time In	Time Out
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

TEACHER NAME Last Name, First Name	Time In	Time Out		Time In	Time Out		Time In	Time Out		Time In	Time Out
1											
2											
3											
4											
5											

Attendance Roster

Pre-K
Class

Date: _____

Name	Arrive	Out	In	Out	In	Out	In	Depart	Notes
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									

Ratio count

Time	Students	Teachers
9:15		
10:00		
11:00		
12:00		
1:00		
2:00		

Teacher	Time In	Time Out	Time In	Time Out