

Participant Attendance Policy

Date Approved:	February 10, 2005	Approved by:	Parks Forestry and Recreation Directors
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		Category:	Parks, Forestry and Recreation
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Policy Statement

Program Staff are to maintain accurate attendance records for all registered programs.

Purpose

To help protect the safety of participants by ensuring that program staff and parents know the whereabouts of absent participants.

To accurately maintain attendance statistics.

Procedures

1. All staff must be trained on proper attendance procedures, as well as on the importance of taking accurate attendance when a participant arrives and departs from our programs so that we can ensure participant safety.
 2. During programs and during off location trips, attendance lists must be in the possession of program staff at all times.
 3. It is recommended that after 2 consecutive absences a call be made to the participant's home to find out why they are away.
 4. At the end of each program day, attendance sheets must be left at the facility in a secure location.
 5. At the end of the session, attendance sheets must be submitted to the Full-time Recreation Staff for inputting into CLASS.
 6. There must be only one official attendance list per program leader and one official attendance list for leaders during off location trips.
 7. Appropriate record retention practices are to be adhered to.
- **All** Documents and records created before amalgamation, prior to 1998, are covered under Records Retention By-laws of the former municipalities.
 - **All** documents and records created after 1998 must be retained.
 - These records retention by-laws will soon be superceded by new City of Toronto records retention by-laws.

NOTE: Attendance and class lists are always to be kept confidential and locked away in a secure location. Parents, participants and the public should never have access to the lists or to any information on the lists. Only staff that require this information to do their job should have access to the information. Any information about pick-ups, allergies, addresses, phone numbers collected by the City of Toronto Staff, should be maintained in accordance with established policies and procedures related to confidentiality.