Check your child in and out with just a signature!
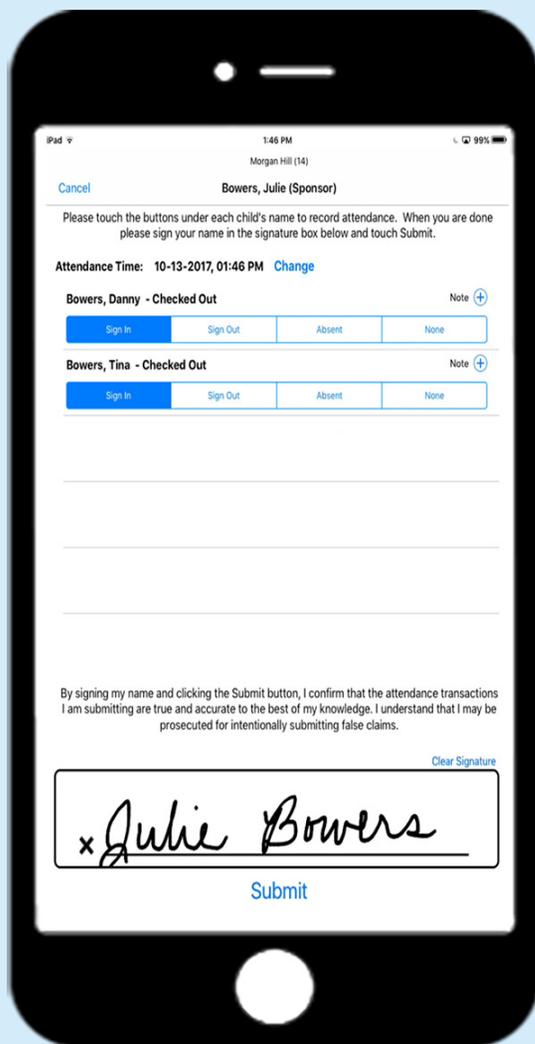

▶ Your child care provider has many options on which kind of device to use - a variety of devices are compatible with the electronic attendance system.

▶ Child information is kept confidential.

Stay Connected!

▶ Learn more about DEL's attendance system by visiting *www.del.wa.gov/Attendance-Project*

▶ Find us on Facebook: *Washington-State-Department-of-Early-Learning*

▶ Look for implementation in your child care facility to occur in spring of 2018

▶ Questions? Email electronic. attendance@del.wa.gov

Washington State Department of
Early Learning

Electronic Attendance System

Creating an Electronic Child Care Attendance System
Making it simple and easy to use for families

About the Electronic Attandance System

Tracking attendance of children participating in Washington's child care subsidy program is currently done on paper forms. This is a complicated and confusing process for families, child care providers, and the state. It can also result in incorrect payments to providers.

▶ Subsidy providers will use either the electronic attendance system provided by the Washington State Department of Early Learning (DEL), or another system of the child care provider's choice that meets DEL's requirements.

▶ Child care provider tablets and parent smart phones can be used at the provider's place of business for child check-in and check-out.

▶ The system will track, store, and report on child attendance to support provider billing. Information follows confidentiality requirements.

Attendance System Goals

▶ Replace the manual paper attendance system used by most child care providers.

▶ Reduce the amount of time that child care providers spend calculating attendance hours.

▶ Implement the new system in a manner that supports child care providers' different comfort levels with technology.

The Electronic Attendance System implementation has three main phases:

▶ **Planning and Procurement (Complete)**
Planning of the Electronic Attendance System began in May 2017. This included reviewing various products with child care providers and parents to get a better sense of the options, and surveying providers on their current systems and access to technology. This phase included an evaluation of how easy the systems are to use.

▶ **Creating the System (In Progress)**
An Early Adopters phase will allow some child care providers to test out the system in a real-world setting and offer their feedback. This feedback will be used to improve the system before it is deployed state-wide.

▶ **Training Providers Across the State**

   ▶ DEL understands that a new process and technology can't be simply handed out without any supports.

   ▶ In phases, DEL will train providers on the new system. Options for languages other than English will be available.

   ▶ DEL will then make the system available to the providers who have been trained.