

MyBeeClub – Attendance Register Guidelines

Purpose:

This guideline provides details on the procedure of how all the attendance register should be filled by the Staff on daily basis. The guideline for each register is mentioned as separate section. Teachers handling the respective registers shall follow the guidelines appropriately.

Procedure:

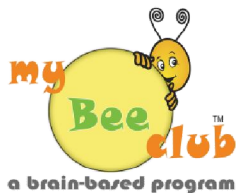
Common guidelines for all register are as follows.

1. Mark present as “x” for Students and mark absent as “a”. Mention the in-time for staff.
2. If any child or Teacher discontinued from the school in the middle of the month, under Remarks section, make a note as “Withdrawn” for students and “Withdrawn or Terminated” for staffs, based on the situation.
3. Use black pen to write the Names of the staff and students, ID Number and Date of Birth.
4. Use blue pen to mark the attendance.
5. Use green ball pen to mark the holidays such as Sunday and other holidays like Pongal, Diwali, Christmas, etc.

A detailed guideline for each Register is given in the following sections.

STAFF REGISTER

1. The Counselor is responsible for maintaining the Staff Attendance Register.
2. The Index Number format will have a running number for each attendance. For example, ANSSPL/ADM/ATT/001 (002, 003...)
3. All staff names including the Teachers, nannies and special instructors shall be maintained in the Attendance Register. The names can be written in a script format.
4. Staff legal name as given in the offer letter shall be written in uppercase.
5. Enter the month on top of the page.
6. When entering the ID number of the staff, enter the last three digits of the ID number.
7. The Counselor marks the attendance and time when the staffs enter the school.
8. At the end of each month, the Counselor marks the number of days worked and the number of days absent for that month against each staff name.
9. In the Remarks column, mark A* for full attendance and T* for on time throughout the month.



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10. The Center Head verifies the Attendance Register; recognize the staff who got either A* and/or T* and thank them for their commitment and support. This shall be done on the 1st working day of the following month during the huddle.
11. The Center Head initials the Register after the review.
12. If any staff has been coming late frequently, the Center Head shall address this issue with the respective staff.
13. At the end of every month Counselor shall prepare the Register for the next month.
14. At the end of the school year, the Attendance Register shall be stored in the archive location.

STUDENT REGISTER

1. The Counselor distributes the Attendance Register to the respective Class Teachers.
2. The respective Program Teacher is responsible for maintaining their Student Attendance Register.
3. A separate Attendance Register is maintained for each program. Guest students' attendance can be maintained separately.
4. For programs with more than one level, divide the page equally to capture maximum of 15 students under each level.
5. The Index Number format will have a running number for each attendance. For example, ANSSPL/CLU/ATT_XX/001 (002, 003...), where XX will be PH / HW / DW / KY / SE /YL. This number will be assigned by the administration team.
6. The ID number and the full name of the student must be in line with the Application Form. The names can be written in a script format.
7. When entering the ID number for the student for each month, enter the last three digits of the ID number.
8. Attendance is marked at the end of each class. The Teacher shall call out the student name in a loud voice so that children get familiar with each other's name while they mark the attendance.
9. In the Guest register, the student names are grouped by program with two row space between each program.
10. Enter the month on top of the page.
11. Club Teacher shall report the attendance with the following information to the Counselor at the end of the day.
12. *Class Name / No. of Students Present / No. of Students Absent / Provide the student names who were absent for the day.*



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13. The Counselor shall send the SMS to the parents whose child was absent for that day without prior notice and update the respective Class Teacher based on the response, if any.
14. Respective Class Teacher and the Center Head will review and initial the Register at the end of the month.
15. At the end of each month the Teacher shall prepare the register for the next month.
16. At the end of the school year, the Register shall be returned to the Counselor to store in the archive location.