

Roster and Attendance

Overtime Athletics strives for professionalism and organization in all of the programs we run. Taking attendance at every program is an act of both. Instructors are required to take attendance every class to ensure safety and accountability for the children present. Attendance allows for a safety system with regards to students whereabouts, as well as provides familiarity for Instructors and participants.

Important Facts about Rosters and Attendance

Receiving Rosters: Instructors should be receiving rosters with their OTA Schedules OR Schools will be providing the roster (print-out) for instructors upon arrival. If you do not receive a roster, check with your Program Director.

Printed Rosters: Always have a HARD COPY of the roster. Instructors are to come to each class prepared with a copy of their roster; it shows we are prepared and professional. ***You CAN NOT check off kids with your phone using an electronic spreadsheet/roster.*** Make sure this hard copy, is legible. You should be able to read the student's full first and last name and emergency contact information (phone numbers).

Class Preparation: Having a roster, allows instructors to plan for their classes. The number of students in the class, what grades the program is for, and names of the students, contact information, and often location of the program can all be found on rosters.

Taking Attendance: When students arrive, book bags and jackets should be neatly lined up against the wall. Attendance helps instructors learn student's names. Instructors can learn a lot about the student's through attendance, such as nicknames, favorite sports, and favorite colors.

Student Accountability: Having a roster and taking attendance allows instructors to account for all of the kids in the program on any given day. Some schools require you to let the coordinator know if at the start of the class anyone is absent. If a child is absent (did not show up), double check everyone who is at the program before giving this name to the coordinator.

Structure and Organization: Attendance sets the tone early about following the rules, structure and organization. Having proper control and organization while taking attendance gives the PTA coordinator confidence in the instructor(s) ability to run a great program.

Medical Concerns: Rosters can provide important information on medical concerns regarding the student along with other important/confidential information the parent feels is valuable for the instructor to know like emergency contact information or behavioral and dismissal notes.

DISMISSAL

*The dismissal portion of the program is the most IMPORTANT part of the class. It is the process of making sure that the children in our care are properly accounted for and released to the appropriate parent or guardian. Dismissal should be organized, accurate, and perfectly executed EVERY time.

Every school has a different policy for dismissal – some schools will have specific instructions when signing out kids. When a school has an existing policy for dismissal in place, it is your responsibility to become familiar with it and implement it properly every time. If the school does not have a policy in place, OTA requires that you follow our procedures.

THE OTA DISMISSAL SYSTEM

1. At the conclusion of the program gather the students two the center of the programming space
 - Either toes on the line
 - Or sitting in a group
2. One instructor should be stationed at the door with the Roster/Attendance Sheet
3. One instructor should be stationed with the students
4. Instructor will call out children one at a time
 - Child may retrieve their book bag and jacket
 - Parent will SIGN OUT child on roster/attendance sheet
 - Instructor approves signature, confirms “handoff” of child to guardian
5. Repeat process until all students have been dismissed

NOTE: After Care Students:

- Children who go to aftercare should be walked to aftercare by an OTA Instructor.
- The Instructor must make contact with a staff member from Aftercare letting them know who they are dropping off.
- Sign out is required by aftercare staff.

NOTE: Late Pick-Ups:

- Only 1 OTA Instructor is to stay with the student(s)
- 15 minutes after class has been dismissed you can call a late parent
- If you do not have contact information for the parents and the child does not know their contact information call your PD
- You must wait with student until they have been picked up
- Once the late pickup has occurred, notify your PD of the School Name, Child’s Name, and what time you left the school