

Attendance record

Only parents or people with their written authorization may sign children out. Individuals may need to present a photo ID to program staff to confirm they are authorized to sign a child out.

Children must be signed in/out each time they arrive at or leave the facility (e.g. morning sign-in, leaving for an appointment, returning from school, etc.).

Date:				
Child name	Time in	Signature/initials	Time out	Signature/initials

