DAILY ATTENDANCE RECORD

PRINCIPAL PURPOSES: To have a daily account of the children in each ratio group, and assign staff to children. *The parent is responsible for signing times in/out and provides their signature each day.* The staff is to sign in/out whenever being responsible for the children. If children are transferred to another room, this is to be noted under comments.

ROOM/AREA	DATE (YYYYMMDD)

CHILD'S NAME	TIME IN		TIME OUT		PARENT SIGNATURE	COMMENTS
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

STAFF NAME	**IN/OUT**		**IN/OUT**		**IN/OUT**		**IN/OUT**		**IN/OUT**		**INITIALS**