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.												
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8.												
9.												
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11.												
12.												
13.												
14.												
15.								1				T
	STAFF NAME	IN/OUT		IN/OUT		IN/OUT		IN/OUT		IN/OUT		INITIALS