

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care

FAMILY CHILD CARE SUBSTITUTE RECORD

Substitutes can be used for no more than 20 working days in a year, counting only days on which substitute care is provided for more than 2 hours.

Directions: Record any time a substitute is providing coverage for your family child care in your absence, regardless of the amount of time, pursuant to COMAR 13A.15.03.03C

Name	Date	Time Started	Time Ended	Total Time	More than 2 hours Yes/No
1.					
2.					
3.					
4.					
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20.					