

Daily Attendance Sign In/Out Log

Month:

Child's Name

Provider Name

- Each child must be signed in and signed out **daily** using **exact times**, not rounded times.
- The person that drops off/picks up the child is the person that signs their name.
- **No person should ever sign another person's name** to this log under any circumstances, Full Signature is the preferred method but initials are acceptable NEVER sign "Mom" or "Grandma", etc.
- Times in/out are the arrival and departure from the provider's premises, not in/out of one program.

| Date | Arrival Time | Responsible Adult Signature | Departure Time | Responsible Adult Signature |
|------|--------------|-----------------------------|----------------|-----------------------------|
| 1st | | | | |
| 2nd | | | | |
| 3rd | | | | |
| 4th | | | | |
| 5th | | | | |
| 6th | | | | |
| 7th | | | | |
| 8th | | | | |
| 9th | | | | |
| 10th | | | | |
| 11th | | | | |
| 12th | | | | |
| 13th | | | | |
| 14th | | | | |
| 15th | | | | |
| 16th | | | | |
| 17th | | | | |
| 18th | | | | |
| 19th | | | | |
| 20th | | | | |
| 21st | | | | |
| 22nd | | | | |
| 23rd | | | | |
| 24th | | | | |
| 25th | | | | |
| 26th | | | | |
| 27th | | | | |
| 28th | | | | |
| 29th | | | | |
| 30th | | | | |
| 31st | | | | |