

# 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 circumstance.
- Always sign your full name, never initials 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				