

### Child Sign In/Out Sheet

<b>PURPOSE</b>	Verify attendance
<b>WHO/WHEN COMPLETED:</b>	Parents <u>must</u> sign their children in and out every day. Family Worker or Site Supervisor must check and certify completed form.
<b>HOW TO FILL IT OUT:</b>	Parents or authorized person writes child's name, date and time in or out.
<b>CHILD PLUS DATA ENTRY:</b>	N/A
<b>WHERE TO FILE:</b>	Keep completed forms in locked cabinet for three years.
<b>IMPORTANT NOTES:</b>	<ul style="list-style-type: none"><li>• Bus transports <u>must</u> be signed in by bus driver and signed out by Child Development staff.</li><li>• Children <u>must</u> be signed in and out by the parent or other person designated on the emergency release, as required by CCL regulation 101229.1</li><li>• Sheet <u>must</u> be taken on field trips and during evacuations.</li></ul>