



Your program name
PROGRAM

DAILY ATTENDANCE 

Sign in and sign out sheet

The adult dropping off or picking up signs, not staff. Write real times.

DATE ROOM OR GROUP OPENED BY CLOSED BY

CHILD	ARRIVAL		DEPARTURE		IF A DIFFERENT ADULT PICKED UP		NOTES
	TIME IN	SIGNATURE OF ADULT	TIME OUT	SIGNATURE OF ADULT	NAME AND RELATIONSHIP	ID SEEN	
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HEAD COUNT AND RATIO CHECK

ABSENCES, LATE ARRIVALS, AND CHANGES CALLED IN

END OF DAY

☐ Final count confirms every child left with an adult



PROGRAM

TIME	CHILDREN	STAFF	INITIALS

CLOSING STAFF SIGNATURE

File this sheet the same day, in date order. If a signature is missed, note the actual time and who took the child rather than leaving the row blank. In the app, check-in and check-out are timestamped and the ratio count stays current.