Sign In / Sign Out Form

Child Care Facilities (Homes/Centers)

Each child must be signed in at each arrival and signed out at each departure. Time of arrival and departure must be indicated on the form. The signature of the parent, guardian, or other disignated person is required. Initials are not acceptable.

Name of Licensee/Facility:____

Date: ___________________________

Child's Name	Time In	Signature	Time Out	Signature