



**CHILDREN'S ATTENDANCE RECORD
 (ORIGINAL PARENT/GUARDIAN SIGNATURE REQUIRED)**

CHILD CARE PROGRAM: _____

WEEK BEGIN AND END DATE: ___/___/___ TO ___/___/___

CLASSROOM/GROUP NAME: _____

FULL NAME OF CHILD	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		REQUIRED
	ARRIVE	DEPART	ARRIVE	DEPART	ARRIVE	DEPART	ARRIVE	DEPART	ARRIVE	DEPART	ARRIVE	DEPART	ARRIVE	DEPART	PARENT/GUARDIAN SIGNATURE
1.															
D.O.B															
2.															
D.O.B															
3.															
D.O.B															
4.															
D.O.B															
5.															
D.O.B															
6.															
D.O.B															
7.															
D.O.B															

CHILD ATTENDANCE RECORDS **MUST** AT ALL TIMES, REFLECT THE **ACTUAL ARRIVAL AND DEPARTURE TIME*** SEE NOTE ON BACK.

I CERTIFY THAT THE INFORMATION ON THIS ATTENDANCE RECORD IS TRUE AND ACCURATE.

CHILD CARE PROVIDER'S SIGNATURE: _____

RESOURCE IDENTIFICATION NUMBER: _____



*** NOTE:

- This **is not** an invoice
- Original full signature or electronic signature of the parent/guardian is required for payment to be made
- Actual arrival and departure time must include actual hours and minutes for each day (note: please do not just write 8:00 am – 4:00 pm). to receive your maximum authorized level of service for each child, it is important to indicate actual arrival and departure time, which includes hours and minutes (for example: 8:03 am – 4:27 pm)
- If the parent/guardian does not sign the attendance record the provider:
 - cannot bill the division for children, youth and families for child care scholarship
 - may charge the parent/guardian for cost of services
- When the child was scheduled to attend, and attended, you must indicate “P” for present on the attendance record
- When the child was scheduled to attend, but was absent, you must indicate “A” for absent on the attendance record
- When the child was scheduled to attend, but the program was closed, you must indicate “C” for closed on the attendance record
- When the child was scheduled to attend, but the program was closed for professional development training, you must indicate “T” for training on the attendance record
- When the child was scheduled to attend, but the program was closed for a state determined holiday, you must indicate “H” for holiday on the attendance record
- When the child was scheduled to attend, but the program was closed for a state declared disaster, you must indicate “D” for disaster on the attendance record