

# Sign-In / Sign-Out Sheets

It is important that you begin this process today  
(or the first day of care)

On the back of this form is a copy of the Sign-in / Sign-out Sheets required for the Best Beginnings Scholarship Program. If you have not already, start using these forms *today!* It is very important that you keep these sheets updated daily and have them available if they are requested by the caseworkers.

**NOTES:**

- Sign-in / Sign-out Sheets are required for all providers
- **Do not send them to The Nurturing Center unless they are requested by a caseworker.** You will receive a letter requesting them, if this is the case.
- Families must sign in when they drop child off and sign out when they pick child up, they *cannot* sign all at once at the end of the week or month.
- If families fail to sign-in or out, you must bill privately
- They may be requested if your name is pulled in a random check or there is a question about billing
- If transporting, use times that you arrive and leave the facility
- Keep Sign-in / Sign-out sheets for a minimum of 3 years
- Child care providers are required to notify the CCR&R of unexplained absences (five or more consecutive days) and are asked to notify the CCR&R of irregular attendance within three working days

**EXAMPLES:**

Child Care Provider: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Sign-in</b>		Child's Full Name	<b>Sign-out</b>		TOTAL TIME <i>Hr:Min</i>
Time In	Signature		Time Out	Signature	
<b>Typical Day</b>					
7:45am	<i>Parents Signature</i>	Susie Smith	5:15pm	<i>Parents Signature</i>	9.5
<b>Round to the Nearest <math>\frac{1}{4}</math> Hour</b>					
7:52am	<i>Parents Signature</i>	Susie Smith	5:04pm	<i>Parents Signature</i>	9.25
<b>Multiple Children in Family</b> (each child gets their own line)					
7:45am	<i>Parents Signature</i>	John Smith	5:15pm	<i>Parents Signature</i>	9.5
7:45am		Susie Smith	5:15pm		9.5
<b>Before &amp; After School</b>					
7:45am	<i>Parents Signature</i>	Susie Smith	8:15am	<i>Providers Signature</i>	.5
3:30pm	<i>Providers Signature</i>	Susie Smith	5:30pm	<i>Parents Signature</i>	2

