# **[HOME CHILDCARE NAME]**

### **Daily Attendance Checklist**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Child's Name** | **Arrival Time** | **Departure Time** | **Parent/Guardian Signature** |
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### **Instructions:**

1. **Child's Name:** Enter the full name of each child enrolled for the day.
2. **Arrival Time:** Record the exact time each child arrives at the childcare center.
3. **Departure Time:** Record the exact time each child is picked up by their parent or guardian.
4. **Parent/Guardian Signature:** Have the parent or guardian sign upon pick-up to confirm their child’s departure.

### **Provider’s Signature:**

**Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_