Daycare Weekly Sign-In & Sign-Out Sheet

Monday to Friday on one page. A parent writes the time and initials at drop-off and pick-up.

Room / group: _____ **Teacher:** _____ **Week of:** _____

Check your state licensing rules: some require a full signature and a separate sheet for each day.

		Monday		Tuesday		Wednesday		Thursday		Friday	
#	Child's name	In (time, initials)	Out (time, initials)	In (time, initials)	Out (time, initials)	In (time, initials)	Out (time, initials)	In (time, initials)	Out (time, initials)	In (time, initials)	Out (time, initials)
1											
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