

CHILD CARE WEEKLY ATTENDANCE RECORD

Week of ___/___/___ - ___/___/___

Provider: _____ Classroom: _____ Lead Teacher: _____

Instructions: Enter the child's full name. Beside the child's name, record the actual time the child arrives and departs (DO NOT record this information in advance) and initial each entry. Record additional staff people present in the row at the bottom of the page.

Child's Name		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Parent Signature
		In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
		Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	
1																
2																
3																
4																
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8																
9																
10																
11																
Staff Present:																Notes: