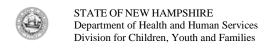


CHILDREN'S ATTENDANCE RECORD (ORIGINAL PARENT/GUARDIAN SIGNATURE REQUIRED)

| CHILD CARE PROGRAM: | | WEEK BEGIN AND END DATE:/ TO/ | | | | | | | | | | | | | |
|---------------------------|---------|-------------------------------|-----------|-----------|------------|---------------|----------|---------|-----------|------------|------------|----------|-----------|---------|---------------------------|
| CLASSROOM/GROUP NAME: | | | | | | | | | | | | | | | |
| | MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | | SATURDAY | | SUNDAY | | REQUIRED |
| FULL NAME OF CHILD | | DEPART | | DEPART | ARRIVE | DEPART | ARRIVE | DEPART | | DEPART | | DEPART | | DEPART | PARENT/GUARDIAN SIGNATURE |
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| ☐ I CERTIFY THAT THE INFO | | ON THIS AT | TENDANCE | RECORD IS | S TRUE AND | ACCURATE | | | | | | | | | |
| CHILD CARE PROVIDER'S SIG | NATURE: | | | | | | | | Reso | URCE IDEN | TIFICATION | NUMBER: | | | |
| PD 17-17 | | | | | | | | | | | | | | | |



*** 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:
 - o cannot bill the division for children, youth and families for child care scholarship
 - o 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