

Daycare Child Attendance Log

Daily Operations

DATE ____/____/____	ROOM / AGE GROUP	STAFF ON DUTY
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	CHILD 1	CHILD 2	CHILD 3	CHILD 4	CHILD 5	CHILD 6	CHILD 7	CHILD 8	CHILD 9	CHILD 10
Child name										
Time in										
Dropped off by										
Drop-off signature										
Time out										
Collected by										
Authorised collector?										
Collection signature										

Notes
