

Daily Sign-In / Sign-Out

Wylari

The adult dropping off or picking up signs — full signature, not initials, with the exact time.

[illegible]

Children present at peak: _____ Staff ratio check (AM): _____ Staff ratio check (PM): _____

Keep completed sheets with your attendance records — most states set a required retention period for sign-in/out documentation. Only adults listed as authorized pick-ups may sign a child out.