

**CRISIS DAY CARE SIGN-IN / SIGN-OUT SHEET**

<b>Name of Child</b>	<b>Date</b>	<b><i>Time in</i></b>	<b>Parent or Authorized Representative Signature</b>	<b><i>Time out</i></b>	<b>Parent or Authorized Representative Signature</b>
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**INSTRUCTIONS**

**Original reports must be kept on file and available for review upon request by an authorized representative of the licensing agency.**

1. Name of Child ..... Enter the child’s first and last name.
2. Date ..... Enter the date the child was dropped off at Crisis Day Care.
3. Time in ..... Enter the time the child was left at the Crisis Day Care.
4. Parent/Authorized Representative Signature ..... Signature of the parent or individual authorized to sign the child into the Crisis Day Care.
5. Time out ..... Enter the time the child was picked up from Crisis Day Care.
6. Parent/Authorized Representative Signature ..... Signature of the parent or individual authorized to sign the child out of the Crisis Day Care.