Daily Attendance Record – Child Care Centers

Use of form: Family Child Care Centers are required to complete Section A and Section B in order to comply with DCF 250.04(6)(b); Section C may be completed to ensure compliance with 250.04(5)(d). Failure to comply may result in issuance of a noncompliance statement. This form may be used by Group Child Care Centers to ensure compliance with DCF 251.04(6)(b) and 251.04(5)(a)8, by Day Camps for Children to ensure compliance with DCF 252.41(4)(c) and 252.41(3)(a)6, and by certified providers to ensure compliance with DCF 202.08(5)(i) and 202.09(6)(f). Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes]. Completion of this form may also help ensure compliance with the Child and Adult Care Food Program regulation 7 CFR 226.18(e) and child care subsidy rules under DCF 201.

Instructions: The daily attendance record must be kept on file for the length of time the child is enrolled in the center for licensed centers and for at least 3 years for certified providers.

| SECTION A – Facility and Timeframe: | | |
|-------------------------------------|--------------------|---|
| Name – Facility | Facility ID Number | Week of (mm/dd/yyyy) through (mm/dd/yyyy) |

SECTION B – Daily Attendance Record: Enter the child's full name and check the Age of Child designation checkbox for each child in attendance during the week. In the rows corresponding to the child's name, record the actual time the child arrives and the actual time the child departs (do not record this information in advance). Times must be recorded immediately upon the child's arrival and departure, and the record must reflect all children in care at any given time. It is recommended that providers have the parents review this form for accuracy at the end of the week and sign the form as verification that it is correct.

| Name – Child | | and of Child | | day | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Parent Sign Off | |
|--------------|-----------------------------|-------------------------------------|----|-----|--------|-----|---------|-----|-----------|-----|----------|-----|--------|-----|----------|-----|-----------------|--|
| (Firs | irst and Last) Age of Child | | In | Out | In | Out | In | Out | In | Out | In | Out | In | Out | In | Out | (signature) | |
| 1. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 2. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 3. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 4. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 5. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 6. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 7. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 8. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |
| 9. | | Under 2 2 or older School age | | | | | | | | | | | | | | | | |

SECTION B – Daily Attendance Record (continued): Enter the child's full name and check the Age of Child designation checkbox for each child in attendance during the week. In the rows corresponding to the child's name, record the actual time the child arrives and the actual time the child departs (do not record this information in advance). Times must be recorded immediately upon the child's arrival and departure, and the record must reflect all children in care at any given time. It is recommended that providers have the parents review this form for accuracy at the end of the week and sign the form as verification that it is correct.

| Name – Child | Age of Child | Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Parent Sign |
|------------------------|---|--------|-----|--------|-----|---------|-----|-----------|-----|----------|-----|--------|-----|----------|-----|--------------------|
| (First and Last) | | In | Out | In | Out | In | Out | In | Out | In | Out | In | Out | In | Out | Off (signature) |
| 10. | Under 2 2 or older School age | | | | | | | | | | | | | | | |
| 11. | ☐ Under 2 ☐ 2 or older ☐ School age | | | | | | | | | | | | | | | |
| 12. | Under 2 2 or older School age | | | | | | | | | | | | | | | |
| 13. | ☐ Under 2 ☐ 2 or older ☐ School age | | | | | | | | | | | | | | | |
| 14. | Under 2 2 or older School age | | | | | | | | | | | | | | | |
| 15. | Under 2 | | | | | | | | | | | | | | | |
| Total Daily Attendance | | | | | | | | | | | | | | | | |

SECTION C – Provider Schedule: Enter full name and position title for each provider, additional provider, substitute or emergency backup provider who worked with the children during the week. In the rows corresponding to the provider's name, record the actual times the provider, additional provider, substitute or emergency backup provider was counted in staff-to-child ratios.

| Provider Name and Position Title | | Sunday | | Monday | | Tuesday | | esday | Thursday | | Friday | | Saturday | |
|----------------------------------|--|--------|----|--------|----|---------|----|-------|----------|-----|--------|-----|----------|----------|
| | | Out | In | Out | In | Out | In | Out | In | Out | In | Out | In | Out |
| Provider A: | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | <u> </u> |
| | | | | | | | | | | | | | | |
| Provider B: | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Provider C: | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Provider D: | | | | | | | | | | | | | | |
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