

# Daily Attendance Form

<b>Date</b>	<b>Program Name</b>	<b>Level 1 Capacity</b> <i>Total: Maximum of 6</i> No more than 2 under 12 months No more than 4 non-school age		<b>Level 2 Capacity</b> <i>Total: Maximum of 9</i> No more than 2 under 12 months No more than 4 under 24 months No more than 6 non-school-age	
<ul style="list-style-type: none"> <li>Record each child's arrival time and departure time to the program.</li> <li>Record at time of arrival and at departure.</li> <li>Maintain this record for at least three months.</li> </ul>		<b>OR</b>		<i>Total: Maximum of 5</i> No more than 2 under 12 months No more than 4 under 24 months No school-age children	
	<b>Child's Name</b>	<b>Arrival Time</b>	<b>Departure Time</b>	<b>Notes</b>	<b>Health Observation</b> S=Sickness, I=Injury, A=Possible abuse or neglect
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