

Daily Attendance Form

Date	Classroom Name	Staff Needed: LF Provider or LF Assistant No more than 2 under 12 months No more than 4 under 24 months Maximum of 9 children	Staff Needed: LF Provider AND LF Assistant or LF Aide *Needed when there are 7 or more preschool-age or younger children present* No more than 4 under 12 months No more than 6 under 24 months Maximum of 12 children
<ul style="list-style-type: none"> Record each child's arrival time and departure time to the classroom. Record at time of arrival and at departure. Maintain this record for at least three months. 		Staff Needed: LF Provider AND 2 additional staff *Needed when there are 5 children 12 months or younger present OR 7+ children are under 24 months present* No more than 6 under 12 months Maximum of 12 children	

	Child's Name	Arrival Time	Departure Time	Notes	Health Observation S=Sickness, I=Injury, A=Possible abuse or neglect	Staff Tracking		
						Name	In	Out
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								