



## CHILD CARE SIGN IN / SIGN OUT SHEET

**PARENT NAME:** \_\_\_\_\_

**CHILD'S NAME:** \_\_\_\_\_

**CENTER/PROVIDER:** \_\_\_\_\_ **MONTH** \_\_\_\_\_

DATE	DROP-OFF TIME	PICK-UP TIME	PARENT/GUARDIANS INITIALS FOR AUTHORIZED TIME
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			
9 <sup>th</sup>			
10 <sup>th</sup>			
11 <sup>th</sup>			
12 <sup>th</sup>			
13 <sup>th</sup>			
14 <sup>th</sup>			
15 <sup>th</sup>			
16 <sup>th</sup>			

DATE	DROP-OFF TIME	PICK-UP TIME	PARENT/GUARDIANS INITIALS FOR AUTHORIZED TIME
17 <sup>th</sup>			
18 <sup>th</sup>			
19 <sup>th</sup>			
20 <sup>th</sup>			
21 <sup>st</sup>			
22 <sup>nd</sup>			
23 <sup>rd</sup>			
24 <sup>th</sup>			
25 <sup>th</sup>			
26 <sup>th</sup>			
27 <sup>th</sup>			
28 <sup>th</sup>			
29 <sup>th</sup>			
30 <sup>th</sup>			
31 <sup>st</sup>			

**URBAN AREA  
CHILD CARE SIGN IN/OUT SHEET**

FOR OFFICIAL USE ONLY

Before School (BS) \_\_\_\_\_ After School (AS) \_\_\_\_\_  
 Before & After (BA) \_\_\_\_\_  
 TOTAL Months: \_\_\_\_\_  
 TOTAL HOURS OF DIRECT CARE: \_\_\_\_\_

BS RATES: \$ _____ X _____	RTS = \$ _____
AS RATES: \$ _____ X _____	RTS = \$ _____
BA RATES: \$ _____ X _____	DAYS = \$ _____
DAY RATES: \$ _____ X _____	DAYS = \$ _____
MONTHLY RATES: \$ _____ X _____	MONTHLY = \$ _____
TOTAL DAYS = _____	\$ _____
PARENT CO-PAYMENT = _____	
PARENT/GUARDIAN OWES PROVIDER:	\$ _____
CCDF OWES PROVIDER = _____	\$ _____

PAYMENT AUTHORIZED BY: \_\_\_\_\_  
 \_\_\_\_\_  
 CCDF COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

**PARENTS ONLY**

By signing this sheet, the Parent validates the child care hours and payments agreed for the provider.

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

\_\_\_\_\_  
**DATE**

**PROVIDERS ONLY**

Is client's co-payment current? Yes \_\_\_ No \_\_\_  
 If NO, balance owed: \_\_\_\_\_

By signing this sheet, the Provider validates the child care hours and payments agreed for the provider.

\_\_\_\_\_  
**PROVIDERS SIGNATURE**

\_\_\_\_\_  
**DATE**