

Suggested Child Care Program Sign-in Policies

IdahoSTARS ★ 1471 Shoreline Drive, suite 202 ★ Boise, ID 83702 or Call the 2-1-1 Idaho CareLine by dialing 2-1-1 or 1-800-926-2588

The following policies are intended as a guide for child care providers who participate in the Idaho Child Care Program (ICCP).

SIGN-IN AND SIGN-OUT

The Sign-In and Sign-Out forms must be completed each day that a child attends your child care program. When dropping off the child, a parent (or other accompanying adult) must sign the child into your care. This means that the date and time of drop-off is recorded as well as the parent's (accompanying adult's) signature. This form must also be completed when picking up a child (time of pick-up and parent's signature). **The Sign-In and Sign-Out Form can be used as supporting documentation for the Attendance Record and the ICCP Monthly Dependent Care Form. It is very important that this document is completed each day.**

ATTENDANCE

Attendance records for all children will be kept daily to reflect dates that children are in attendance. This document may be used to support the Sign-In and Sign-Out records as well as the ICCP Monthly Dependent Care Charges form. **The Attendance Record can accompany Sign-In and Sign-Out forms, but it cannot be used in place of the Sign-In and Sign-Out forms.**

CO-PAYMENT DOCUMENTATION FOR ENROLLED FAMILIES

Every family who is enrolled in ICCP has a co-payment that they are obligated to pay to the child care provider each month. ***This payment cannot be waived by the child care provider,*** and the child care provider must maintain accurate records demonstrating the receipt of such co-payments. Child care providers are encouraged to utilize an accounting system and/or accounting practices to meet this obligation for ICCP. Accounting systems could include: ledgers, carbon copy receipt books; or a monthly chart reflecting charges and payments. Reminder: Child care is a business and therefore is obligated to pay all taxes as appropriate.