

Suggested Child Care Program Sign-in Policies

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.