# Daily Sign-In/Sign-Out Form

Note: Signatures and/or initials on this form indicate that all information is accurate. The information may be used to verify ICCP payments. Providing false information is considered fraud.

Signature of Child Care Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Child’s Name | Sign-In  Time | Initials | Time  Sign-out | Initials | Comments |
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This is a sample form that may be used by child care providers to document attendance, when a child begins and ends his/her day and who picks the child up from child care. Programs are encouraged to replace the IdahoSTARS logo and other information with that of the provider’s program. This form may be altered to best meet the requirements of individual child care programs.