Sign In / Out Sheet

Sign In/Out Sheet	DCW Transactional- CENTER 1	Infants		Teacher(s):	No teacher scheduled
07/10/2019	Arrival/Departure Times: Enter "A" in the hour the child arrived and "D" in the hour the child departed.		Explanation	ADMINISTRATIVE USE ONLY	

Child's Name	Birth Date	Scheduled Time of Attendance	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Explanation	Time Ratio Checked	Child Assignment Verified(Yes/No)	Age of youngest child in group at the time ratio is checked	Ratio Children/Staff	List all rooms combined in ratio group	Initials of person checking
Mergemore, Margeene	04/03/2018	7:00 - 17:00																					
Miller, Stephanie	09/29/2017	7:00 - 16:30																					
Smith, Jackson	04/09/2018	8:30 - 16:00																					

Primary Signature:	Arrival Time:	Lunch Out:	Lunch In:	Departure Time:
Primary Signature:	Arrival Time:	Lunch Out:	Lunch In:	Departure Time:
Coverage Teacher:	Arrival Time:	Lunch Out:	Lunch In:	Departure Time:
Coverage Teacher:	Arrival Time:	Lunch Out:	Lunch In:	Departure Time:
Coverage Teacher:	Arrival Time:	Lunch Out:	Lunch In:	Departure Time:
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