

CHILD ATTENDANCE RECORD BY FAMILY UNIT

PURPOSE: Child care providers are required to maintain daily attendance records for subsidy eligible children in their care. The Child Attendance Record by Family Unit is a form child care providers can use to record daily attendance for children in care. Parents are required to sign their child in to care each day, by indicating the time the child begins care and signing the child out of care each day, by indicating the time the child ends care.

INSTRUCTIONS: The child care provider information, parent information, and child name/dcn information on this form may be typed or legibly handwritten by the child care provider. **The time the child enters care and the time the child leaves care must be indicated daily and these times must be initialed by the parent/designee daily.**

CHILD CARE PROVIDER NAME - Enter the name of the child care provider or the name of the child care facility.

PROVIDER DEPARTMENTAL VENDOR NUMBER - Enter the child care provider Departmental Vendor Number (DVN).

PROVIDER TELEPHONE NUMBER - Enter the telephone number of the child care provider or the child care facility.

PARENT OR DESIGNEE NAME - Enter the name of the parent or designee of the child(ren) in care.

PARENT OR DESIGNEE DCN - Enter the Departmental Client Number (DCN) of the parent or designee. This information is available on the Child Care Provider Approval/Change Notice (FA-155) you received indicating a child is eligible for care.

PARENT OR DESIGNEE ADDRESS - Enter the full address of the parent or designee.

PARENT OR DESIGNEE TELEPHONE NUMBER - Enter the telephone number, including the area code, of the parent or designee.

MONTH/YEAR - Enter the month and the year for the reported month of attendance.

CHILD # 1 NAME (FIRST/LAST) - Enter the first and last name of the child in care. Use only one column per child. Use only one form per family unit.

CHILD #1 DCN - Enter the DCN of the child in care. This information is available on the Child Care Provider Approval/Change Notice (FA-155) you received indicating a child is eligible for care. Use only one column per child.

CHILD # 2 NAME (FIRST/LAST) - Enter the first and last name of a 2nd child in care if the child is in the same family unit. Use only one column per child. Use only one form per family unit.

CHILD # 2 DCN - Enter the DCN of the 2nd child in care. This information is available on the Child Care Provider Approval/Change Notice (FA-155) you received indicating a child is eligible for care. Use only one column per child.

DAY OF THE MONTH - This column lists each day, from 1-31, of the month.

TIME CARE BEGAN AM OR PM - List the time care began, indicating am or pm, for each day of the month the child is in care. This information must be entered by the parent/designee, the same day care is provided.

TIME CARE ENDED – CHILD LEAVING TO RETURN TO CARE SAME DAY ONLY - List the time care ended, indicating am or pm, in this column, for any time a child is in care, but intends to return to care or ends care when a parent or designee is not available to sign the child out. The child care provider or staff may enter this time the child ends care, if no parent or designee is available. This information must be entered the same day care is provided.

TIME CARE BEGAN – CHILD RETURNING TO CARE SAME DAY ONLY - List the time care began, indicating am or pm, in this column, for any time the child returns to care, after having left care the same day. If a parent or designee is not available to sign the child in, the child care provider or staff may enter the time the child returns to care. This information must be entered the same day care is provided.

TIME CARE ENDED AM OR PM - List the time care ended, indicating am or pm, for each day of the month care is provided. This information must be entered by the parent/designee, the same day care is provided.

PARENT MUST INITIAL EACH DAY OF CARE - The parent/designee must initial each day of the month care is provided on the day care is provided. The parent/designee initial indicates the parent/designee has reviewed and verified the beginning and ending times of care. When the parent/designee initials the attendance record for the day of care, the parent/designee is responsible for reviewing and verifying any time the child care provider or staff member entered the time care began or ended.

PARENT SIGNATURE - At the end of the month that care has been provided, the parent will review and verify the Child Attendance Record by Family Unit. The parent will sign the record, indicating they have verified and agree with the attendance recorded.

CHILD CARE PROVIDER SIGNATURE - At the end of the month that care has been provided, the child care provider will review and verify the Child Attendance Record by Family Unit. The child care provider will sign the record, indicating they have verified and agree with the attendance recorded.

Note: Original child attendance records must be attached to original paper invoices for payment. All child care providers providing care to subsidy eligible children are required to maintain complete and accurate daily attendance records.