

DAILY ATTENDANCE FORM

Date	Class	Staff/child ratios → age of youngest child in class Infant → 1:4 1-year-old → 1:6 2-year-old → 1:8 3-year-old → 1:10 4&5 years old, not yet in K → 1:12 Attending school → 1:15
Write each child's name as they enter the classroom and their arrival time. Write the departure time when the child leaves the classroom and is no longer in your care, or under your supervision.		

1	Child's Name	Arrival Time	Departure Time	Notes	Health Observation*: S=Sickness, I=Injury, A=Possible abuse or neglect	Staff Tracking		
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***If child is sick and must be excluded from care, or if child has an injury, or if child shows signs or symptoms of abuse or neglect, document the concern and the steps you took to help the child on another piece of paper and keep that paper in the child's file. If no concern, you may leave it blank.**