



## Sign In/Out Sheet

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**Minnesota Statutes, section 245A.14, subd. 14, (b)** requires family child care providers to maintain documentation of actual attendance for each child receiving care for which the license holder is reimbursed by a governmental program. This not only includes family child care providers who receive child care assistance program payments and food program reimbursements. This also requires that the attendance records be completed on the actual day of attendance and must include:

- The first and last name of the child
- The time of day that the child was dropped off; and
- The time of day the child was picked up.

In addition to the above attendance record requirements for licensing compliance, the CCAP program, under **Minnesota Statutes, section 119B.125, subd. 6**, requires "to the extent possible, the times that the child was dropped off to and picked up from the child care provider must be entered by the person dropping off or picking up the child."