Home Child Care Premises Attendance Log

Little Lambs Home Daycare   Name of Provider: _____   Week of _____ to _____ (DD/MM/YY):

Name of Child (First Name, Last Name)	Monday			Tuesday			Wednesday			Thursday			Friday			Parent Signature
	Daily Health Check (√) and initial	Arrival Time (hh:mm)	Departure Time (hh:mm)	Daily Health Check (√) and initial	Arrival Time (hh:mm)	Departure Time (hh:mm)	Daily Health Check (√) and initial	Arrival Time (hh:mm)	Departure Time (hh:mm)	Daily Health Check (√) and initial	Arrival Time (hh:mm)	Departure Time (hh:mm)	Daily Health Check (√) and initial	Arrival Time (hh:mm)	Departure Time (hh:mm)	Please have parent initial log at the end of each week.
Total Children Present:																

Recommendations:

- Legend: **A**=absent **S**=sick **V**=vacation **B**=Bereavement **H**-Stat Holiday, mark the absent code in the daily health check box and fill in the scheduled hours for arrival and departure time

- Include privately placed children on attendance log but use their initial only vs full name.

- **Mark** or draw a straight line where a child is not scheduled to attend the home child care premises (e.g., child only attends Wednesdays and Fridays).

Note: *When completing the daily health check and the provider has identified that a child is suspected to be ill, ensure that the child is separated from other children and that this information is recorded in the daily written record.*