C-218-PD (7-14)

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

SIGN-IN/SIGN-OUT RECORD

ENALTY WARNING: By signing this document the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance.

HILD CARE PROVIDER'S NAME	CHILD'S NAME	PARENT/GUARDIAN'S NAME	MONTH AND YEAR

Date	Time In AM	Signature	Time Out AM	Signature	Time In PM	Signature	Time Out PM	Signature	Unit of Care
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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16									
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22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

ENALTY WARNING: The submission of billing claim forms for the child named on this record constitutes verification by the Provider, under penalty of perjury, that this document is a true and accurate record of signatures, dates, and time of service.

Completion Instruction for CC-218
SIGN-IN/SIGN-OUT RECORD

1. A separate sign-in/sign-out record is required for each child in care, and for each calendar month.
2. Each record must contain the provider's name, child's name, parent/guardian's name, and the month and year in which care is provided.
3. Parent, guardian or other person authorized in writing must sign each child in and out on each day that care is provided.
4. Provider may sign a child in and out only when accepting and releasing the child to or from school.
5. Pre-signing of this record is not allowed.
6. The date column refers to the calendar date.
7. All time entries must be legible and in ink.
8. Signature entries must be in ink and the legal signature of the person completing the entry.
9. The record shall indicate accurate dates and the precise times a child is in care. Approximate time is not allowed.
10. Provider must review this record daily to ensure that it is completed with accuracy.
11. If a provider is open for more than 12 hours, this record must specify "a.m." or "p.m." for each time entry. The use of military time is acceptable.
12. All corrections must be initialed.
13. The use of arrows to correct where a signature and/or time is supposed to go is not allowed.
14. The use of correction fluid or correction tape on the records is not allowed.
15. If requested, the provider must send the original records to DES Child Care Administration.
16. Copies of sign-in/sign-out records must be provided to DES enrolled parents upon request.
17. Sign-in/sign-out records must be kept for five (5) years after expiration of the Child Care Provider Registration Agreement.

DES CERTIFIED HOME PROVIDERS

A copy of the record for all children must be submitted to the assigned Certification Specialist by the 5th business day following the end of each month.