* 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 (i.e. CCAP and EBT). This Statute pertains to child care assistance program (CCAP) payments, and the food program reimbursement. Minnesota Statutes, section 245A.14, subd. 14, (b), 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 that the child was picked-up.
* It is recommended, but not required that the child’s parent or guardian complete this record upon drop-off and pick-up.

(Note- This form is a suggested sample that you may use. If you have your own form which meets criteria, feel free to use it.)

***PLEASE PRINT and complete daily.***

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| Date | Child’s First & Last Name | Time In | Name of Person Dropping off | Time Out | Name of Person Picking Up |
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| Date | Child’s First & Last Name | Time In | Name of Person Dropping off | Time Out | Name of Person Picking Up |
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