



CHILD ATTENDANCE RECORD BY FAMILY UNIT

INSTRUCTIONS

All child care providers are required to maintain daily attendance records for subsidy eligible children. Daily attendance records must include the time care began and the time care ended, initialed by the parent/designee, on each day of care. Attendance must be recorded on the same day care is provided. Complete and legible, original attendance records must be submitted with original invoices, for payment.

CHILD CARE PROVIDER NAME	PROVIDER DEPARTMENTAL VENDOR NUMBER (DVN)	PROVIDER TELEPHONE NUMBER
PARENT OR DESIGNEE NAME		PARENT OR DESIGNEE DEPARTMENTAL CLIENT NUMBER (DCN)
PARENT OR DESIGNEE ADDRESS		
PARENT OR DESIGNEE TELEPHONE NUMBER		

MONTH/ YEAR	CHILD #1 NAME (FIRST/LAST)				PARENT MUST INITIAL EACH DAY OF CARE	CHILD #2 NAME (FIRST/LAST)				PARENT MUST INITIAL EACH DAY OF CARE
	CHILD #1 DCN					CHILD #2 DCN				
DAY OF THE MONTH	TIME CARE BEGAN AM OR PM	TIME CARE ENDED – CHILD LEAVING TO RETURN TO CARE SAME DAY ONLY	TIME CARE BEGAN- CHILD RETURNING TO CARE SAME DAY ONLY	TIME CARE ENDED AM OR PM		TIME CARE BEGAN AM OR PM	TIME CARE ENDED - CHILD LEAVING TO RETURN TO CARE SAME DAY ONLY	TIME CARE BEGAN- CHILD RETURNING TO CARE SAME DAY ONLY	TIME CARE ENDED AM OR PM	
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I CERTIFY THAT THE HOURS OF CARE LISTED ABOVE WERE PROVIDED TO THE ABOVE NAMED CHILDREN.

PARENT SIGNATURE	CHILD CARE PROVIDER SIGNATURE
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