

Arrival and Departure Log

Date:	Classroom:	Before and After Care Children are listed Yes ___ No ___		
Child's Name:	Time In	Arrival Signature	Time Out	Pick-up Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Directions: This form should be legible and complete with names and times of children's arrival and departure. If child is brought in or picked up by bus the time should be documented by the Bus Monitors the word **bus** will be written in the signature line(s) and the total number of children signed in will be compared the number of children on the *Bus Arrival and Departure Checklist* (children's names may be pre-printed for classrooms with bus service only). The teacher will conduct a face to name check at transitions. Forward to site supervisor to file on site in the DCFS File Drawer.
Ed 6/22

Outside Agency Sign-Out and Sign-In Sheet

Parent/Guardian must give written permission for a child to be released from classroom.

Date:	Classroom:
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	Child's Name:		Adult Signature	Time Back In	Adult Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

NOTES: