

Substitute tracking hours

Family Child Care

Month	License holder name	License number
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Please keep track of the use of your substitute by recording the time they begin at your business each day and the time they leave. Total the hours for the month. The use of a substitute caregiver in a licenced family child care program must be limited to a cumulative total of not more than 500 hours annually. Your licensor will need to review these documents at each annual visit. (MN Statute 245A.53, subdivision 1)

Substitute name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	
In																																	
Out																																	

Substitute name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours
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Total substitute hours for the month	
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