DAILY ATTENDANCE RECORD

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 (Child Care Assistance Program).

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.
- To the extent possible, the times that the child was dropped off and picked up from the child care provider must be entered by the person dropping off or picking up the child.

Date	Child's First & Last Name	Time In	Printed Name of Person Dropping Off	Time Out	Printed Name of Person Picking Up

Date	Child's First & Last Name	Time In	Printed Name of Person Dropping Off	Time Out	Printed Name of Person Picking Up