

Daycare Sign In and Out Sheet

Record who actually took each child home, which is the question a time column on its own never answers.

Who dropped each child off, at what time, who collected them, and who was authorised to.

RECORD WHO COLLECTED, NOT ONLY WHEN

The column that matters is the last one. A sign-out sheet that records the time but not who took the child answers the easy question and not the hard one. Whoever collects signs for themselves.

Setting		Room or group		Date		Staff on duty	
Child	In	Brought by	Signature	Out	Collected by	Signature	Authorised?

Anyone collected by someone not on the usual list, and who approved it