

Daycare Sign-In and Out Sheet

Printable fixed-layout template - complete in ink and attach required official records.

Daily header

Date and classroom or provider _____

Custody transfer log

Daily entries

Child	In time / adult / signature	Out time / adult / signature	Staff	Notes

Closing reconciliation

All signed-in children reconciled

☐ Yes

☐ Exception documented

Closing staff initials and time _____

Date _____