

CRISIS DAY SERVICES SIGN-IN/SIGN-OUT SHEET

Name of Child	Date	Time in	Parent or Authorized Representative Signature	Time Out	Parent or Authorized Representative Signature
1.					
2.					
3.					
4.					
5.					
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18.					
19.					
20.					

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INSTRUCTIONS

Original reports must be kept on file and available for review upon request by an authorized representative of the licensing agency.

- 1. Name of Child Enter the child's first and last name.
- 2. Date Enter the date the child was accepted at the Crisis Nursery for crisis day services.
- 3. Time in Enter the time the child was accepted at the Crisis Nursery for crisis day services.
- 4. Parent/Authorized Representative Signature Signature of the parent or individual authorized to sign the child into the Crisis Nursery.
- 5. Time out Enter the time the child was picked up from the Crisis Nursery.
- 6. Parent/Authorized Representative Signature Signature of the parent or individual authorized to sign the child out of the Crisis Nursery.