

**CRISIS DAY SERVICES SIGN-IN/SIGN-OUT SHEET**

<b>Name of Child</b>	<b>Date</b>	<b>Time in</b>	<b>Parent or Authorized Representative Signature</b>	<b>Time Out</b>	<b>Parent or Authorized Representative Signature</b>
1.					
2.					
3.					
4.					
5.					
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17.					
18.					
19.					
20.					

**CRISIS DAY SERVICES SIGN-IN/SIGN-OUT SHEET**

**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.