

### DAILY ATTENDANCE RECORD – CERTIFIED CHILD CARE

**Use of form:** Use this form to ensure compliance with DCF 202.08(5)(i) and 202.09(6)(f). Failure to comply may result in issuance of a noncompliance statement and refusal to issue child care subsidy payments. Completion of this form may also help ensure compliance with the Child and Adult Care Food Program regulation 7 CFS 226.18(e) and child care subsidy rules under DCF 201. Personal information your provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**Instructions:** The daily attendance record must be kept on file for at least 3 years.

**SECTION A**

Name	Provider Number	Week of (mm/dd/yyyy) through (mm/dd/yyyy)
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**SECTION B – Daily Attendance Record:** Enter the child’s full name and check the Age of Child designation checkbox for each child in attendance during the week. In the rows corresponding to the child’s name, record the actual time the child arrives and the actual time the child departs (do not record this information in advance). **Times must be recorded immediately upon the child’s arrival and departure, and the record must reflect all children in care at any given time.** It is recommended that providers have the parents review this form for accuracy at the end of the week and sign the form as verification that it is correct. “Related” means as defined in DCF202.02(18) “Related to the provider” means the provider’s natural or adopted children, foster children, stepchildren, grandchildren, brothers, sisters, first cousins, nephews, nieces, uncles and aunts.

Name – Child (First and Last)	Related to the provider	Age of Child	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Parent Sign Off (signature)
			In	Out	In	Out	In	Out	In	Out	In	Out	In	Out			
	<input type="checkbox"/> Related <input type="checkbox"/> Not related	<input type="checkbox"/> Under 2 <input type="checkbox"/> 2-6 years <input type="checkbox"/> Over 7															
	<input type="checkbox"/> Related <input type="checkbox"/> Not related	<input type="checkbox"/> Under 2 <input type="checkbox"/> 2-6 years <input type="checkbox"/> Over 7															
	<input type="checkbox"/> Related <input type="checkbox"/> Not related	<input type="checkbox"/> Under 2 <input type="checkbox"/> 2-6 years <input type="checkbox"/> Over 7															
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	<input type="checkbox"/> Related <input type="checkbox"/> Not related	<input type="checkbox"/> Under 2 <input type="checkbox"/> 2-6 years <input type="checkbox"/> Over 7															
	<input type="checkbox"/> Related <input type="checkbox"/> Not related	<input type="checkbox"/> Under 2 <input type="checkbox"/> 2-6 years <input type="checkbox"/> Over 7															
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