

Attendance Register

Playgroup Name:
Date:
Day:
Time:

Parent/Caregiver Name	Child's Name	Time in	Signature	Time out	Signature
Alice Johnson (Parent)	Andrew (Child 1)))))
	Bobby (Child 2)) 9.30am) xxxxxxxx) 11.30am) xxxxxxxx
Betty Smith (Parent)	Carol (Child 1)))))
	Debbie (Child 2)) 9.32am) xxxxxxxx) 11.33am) xxxxxxxx
Cris Jones (Grandparent)	Ellie (Child 1)	9.33am	xxxxxxx	11.34am	xxxxxxx
Delys Reynolds (Parent)	Frankie (Child 1)))))
	Gemma (Child 2)) 9.35am) xxxxxxxx) 11.36am) xxxxxxxx

For insurance purposes all parents and caregivers attending playgroup MUST sign in and out and assign times for both. If a parent has more than one child, brackets can be used so only one signature is needed. These sheets need to be kept for 30 years (electronic copies are fine). If an incident occurs at playgroup the attendance sheet needs to be attached to the incident report and insurance claim.