

Attendance Register



Playgroup Name: _____

Session Day and Time: _____

Year/Term: _____

Parent/Caregiver Full Name	Children's Name/s	Enter the Date of Each Session									

For insurance purposes all parents and caregivers attending playgroup MUST mark their attendance under the appropriate date. If a parent needs more than one line, brackets can be used so only one mark is needed. Attendance records 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.