

## Talking Points for Sign in/Sign out sheets

### 1. Documentation

- a. Sign In / Sign Out sheets are required for all providers; not just Best Beginnings Scholarship Families and for CACFP meals.
- b. Sign In / Sign Out sheets document a child's arrival and departure times and can be used when speaking with a parent.
- c. Sign In / Sign Out assist providers in maintaining the correct child to staff ratio
- d. Sign In / Sign Out sheets account for all children on field trips.
- e. Sign In / Sign Out sheets help keep track of enrollment for budgeting and tax purposes.
- f. Sign In / Sign Out sheets can be used as documentation when discussing billing discrepancies.

### 2. Liability

- a. Sign In / Sign Out sheets show exact drop off and pick up times; which documents need for subsidy payments and CACFP reimbursements.
- b. Sign In / Sign Out sheets produce a clear transfer of responsibility.
- c. Sign In / Sign Out sheets let the providers know how many children are in attendance at one time.
- d. Sign In / Sign Out assist providers in maintaining the correct child to staff ratio.
- e. Sign In/Sign Out Sheets can protect a provider from legal disputes between the parent and the provider.

### 3. Safety

- a. Sign In / Sign Out sheets are essential in case of emergency because they allow the provider to account for all children during the emergency and possible evacuation.
- b. Sign In / Sign Out sheets document number of children present at any time.
- c. Sign In / Sign Out sheets account for all children on field trips.
- d. Sign in and Sign out process verifies that children are leaving with approved individuals.