



SIGN-IN, SIGN-OUT FORM

MONTANA

Instructions

- Everyone enrolled is on 1 sign in/sign out sheet, including Best Beginnings children.
- Parents are not able to sign in advance.
- Parents must sign with an entire signature; initials will not be accepted.
- If due to parents' omission, provider can sign for the drop-off, but parent must sign for pick up at the end of the day.
- If a child leaves the facility and returns at any time, they should be entered on a new line with the time they arrive.

Day Date

Business Name

PARENTS/GUARDIANS: Please document the **TIME** and provide your **FIRST & LAST NAME** and **SIGNATURE** each time your child is dropped off and picked up.

PROVIDER: Please use one sign-in/sign-out sheet per day for every 24 hour period. (Multiple pages can be used if necessary)

Child's Last Name	Child's First Name	In	Signature	Out	Signature
1.		: AM/PM		: AM/PM	
2.		: AM/PM		: AM/PM	
3.		: AM/PM		: AM/PM	
4.		: AM/PM		: AM/PM	
5.		: AM/PM		: AM/PM	
6.		: AM/PM		: AM/PM	
7.		: AM/PM		: AM/PM	
8.		: AM/PM		: AM/PM	
9.		: AM/PM		: AM/PM	
10.		: AM/PM		: AM/PM	
11.		: AM/PM		: AM/PM	
12.		: AM/PM		: AM/PM	
13.		: AM/PM		: AM/PM	
14.		: AM/PM		: AM/PM	
15.		: AM/PM		: AM/PM	
16.		: AM/PM		: AM/PM	
17.		: AM/PM		: AM/PM	
18.		: AM/PM		: AM/PM	
19.		: AM/PM		: AM/PM	
20.		: AM/PM		: AM/PM	