YOUTH FLIGHT DAILY ATTENDANCE RECORD

PRINCIPAL PURPOSES: To have a daily account of the children in each ratio group, and assign staff to children. The parent is responsible for signing times in/out and provide their signature each day. The staff are to sign in/out whenever being responsible for the children. If children are transferred to another room, this is to be noted under comments.

ROOM/AREA										DATE (YYYYMMDD)			
CHILD'S NAME	TIME IN		TIME OUT		PARENT SIGNATURE			COMMENTS					
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													
STAFF NAME	IN/OUT		IN/OUT		IN/OUT		IN/OUT		IN/OUT		INITIALS		