

INSTRUCTIONS FOR USE OF GROUP CHILD CARE SHEET

1. Teacher or Assistant will make certain that all parents wishing to send children to the Parent Room or Room 8 child care have listed their child on this sheet before the group of children is taken to the child care room(s).
2. Teacher or Assistant will make certain that all children in the group have a name tag with both First and Last name on their upper BACK. Name tags may be made from masking tape, stickers, etc.
3. Parents will initial the sheet at the time children's names are entered onto the sheet, and will initial the sheet when children are picked up from the child care room(s). If a staff member transports the children back to the meeting room/area, the staff member will initial the "OUT" column, to indicate that the children were transported back to the parent(s).
4. This group child care sheet will be transported with the children TO the child care room(s) and will remain in the child care room(s) after children have been checked out.
5. This group child care sheet will be attached to the Child Care Provider Sheet at the conclusion of the child care session.