ATTENDANCE SHEET GUIDELINES

This information applies to all attendance sheets submitted to Children’s Council of San Francisco for payment. Using these guidelines will help to ensure your continued enrollment in our program. Any attendance sheet that does not comply with all of the following requirements is considered inaccurate.

Sign In and Sign Out Times
- The parent must write the time in the corresponding box each time they drop off or pick up the child. Providers may not enter times for the parent.
- The entire attendance sheet cannot be filled out at the beginning or end of the month. This is not an accurate record of each day of care.
- If the child care provider drops off or picks up a child from school or another child care, the provider must write the time in the corresponding box, using the center section.
- Sign in/out times should reflect the actual time children are dropped off or picked up and must be to the exact minute – do not round times up or down. For example, if the child’s approved schedule on their child care certificate is 8:00 am to 5:00 pm but the child was actually dropped off at 7:57 am and picked up at 4:43 pm, the hours on the attendance sheet must be 7:57 am and 4:43 pm.

Signature and Ink Requirements
- Parent/Guardian and provider must sign at the bottom of the attendance sheet. All signatures must be complete and original. The full signature must be used, no initials.
- All writing on the attendance sheet must be in ink. If you make a mistake on the attendance sheet, please cross it out; correction fluid or tape is not allowed.

Child Absences
- The parent or guardian must write in the reason for all absent days in the “Comments” box on the attendance sheet.
- Do not enter hours if the child does not attend child care.

Attendance Sheet Payment Schedule
- Attendance sheets are due in the office by the third working day of the month following the month of child care. Attendance sheets that are received after the third working day are considered late and will be paid within two (2) weeks.
- Any attendance sheets received more than three (3) months after the original due date will not be paid.