

Community Action of Southeast Iowa – Head Start/Early Head Start

# Parent/Guardian Sign-in/Sign-out Sheet

All persons picking up or dropping off children are required to sign in the appropriate area and document the time.

Child's Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Lead Teacher's Name \_\_\_\_\_

Month May 2025

Date	Staff Well Check	Signature of person bringing in child	Arrival Time	Estimated Departure Time	Person picking up child	Actual Departure Time	Signature of person picking up child
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<b>M</b>	04/28/25		Previous Month				
<b>T</b>	04/29/25		Previous Month				
<b>W</b>	04/30/25		Previous Month				
<b>Th</b>	05/01/25						
<b>F</b>	05/02/25						

<b>M</b>	05/05/25						
<b>T</b>	05/06/25						
<b>W</b>	05/07/25						
<b>Th</b>	05/08/25						
<b>F</b>	05/09/25						

Date	Staff Well Check	Signature of person bringing in child	Arrival Time	Estimated Departure Time	Person picking up child	Actual Departure Time	Signature of person picking up child
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<b>M</b>	05/12/25						
<b>T</b>	05/13/25						
<b>W</b>	05/14/25						
<b>Th</b>	05/15/25						
<b>F</b>	05/16/25						

<b>M</b>	05/19/25						
<b>T</b>	05/20/25						
<b>W</b>	05/21/25						
<b>Th</b>	05/22/25						
<b>F</b>	05/23/25						

<b>M</b>	05/26/25		No School				
<b>T</b>	05/27/25						
<b>W</b>	05/28/25						
<b>Th</b>	05/29/25						
<b>F</b>	05/30/25						