**Sign In / Out Form**

**To be updated as children enter/leave throughout the program day**

Classroom:       Date:       /       /

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| Child’s First Name | In | Out | Comments |
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Fill in names

Print form and laminate

Using wipe off marker use form to update as children enter / leave the classroom

List should be maintained and accurate at all times!

A group ‘Roll call’ should be taken pre/post all transitions in/out of the room

Keep on clip board with Sign in / out forms