



**St. Stephen Preschool
Sign-In/Sign-Out Policy and Acknowledgement**

Community Care Licensing under the California Department of Social Services requires a parent/guardian, or authorized family member 18 years or older, to sign the child in and out daily. A Photo I.D. may be requested. **Initials are not accepted!**

California Code of Regulations 101229.1 SIGN IN AND SIGN OUT states:

(a) In addition to the sign-in procedure requirement of Section 101226.1(b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the child care center that shall, at a minimum, include the following:

(1) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(b) The person who brings the child to, and removes the child from, the center shall sign the child in/out.

(c) A person who removes the child from the center during the day, and returns the child to the center the same day, shall sign the child in/out.

(d) The sign-in and sign-out sheets with the signatures required by this section and by Section 101226.1 shall be kept for one month and shall be available at the center for review by the Department.

Child Care Licensing reviews our school's records during their visits, which include the Sign-In/Sign-Out logs. If they find that the logs are not filled out properly, we will receive a deficiency notice. **There is a Civil Penalty of a minimum of \$150.00/day if violations are found.** Should Licensing fine our school, the amount of the fine will be billed to the violating parent, so please be aware of this.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____