**OCFS-6008** (5/2014)

NEW YORK STATE

OFFICE OF CHILDREN AND FAMILY SERVICES

**Caregiver, Employee, Volunteer Attendance**

**Child Day Care Programs**

|  |  |  |  |
| --- | --- | --- | --- |
| Program Name: |  | License/Registration Number: |  |
| Address: |  | | |

This form or an equivalent may be used to document the arrival and departure times of each caregiver, employee and volunteer.

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| **Date** | **Printed Name** | **Role** | **Arrival**  **Time** | | **Departure**  **Time** | |
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