



#	Staff Name	Check-In Time	Check-Out Time	Check-In Time	Check-Out Time	Check-In Time	Check-Out Time	Check-In Time	Check-Out Time
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**Notes:**

- Staff must ensure every check-in and check-out is logged for each child.
- Meals should be marked with an 'X' if the child participates.
- Use additional sheets if needed for more children or additional check-in/out times.