



## ATTENDANCE VERIFICATION AGREEMENT

*To ensure accurate record keeping a DAILY SIGN-IN SHEET will be available for each family contracted with the Ottawa Tribe CCDF program.*

### **PROVIDER'S RESPONSIBILITY**

- Provide a daily sign-in sheet with TIME IN – TIME OUT columns.
- Have sign-in sheet in an easily accessible area for parent.
- Retain information in child's file concerning who may have access to child (parent designee) which includes name, address and phone number. If parents share custody BOTH parents must provide name, address and phone number.
- Parent designee must sign his/her name when completing daily sign-in sheet.
- ANYONE allowed to leave or pick up child from provider **MUST** be listed in child's file as a parent designee.
- If provider transports child to/from school during the day then provider must note that on daily sign-in sheet (by marking Time Out – Time In).

### **PARENT'S RESPONSIBILITY**

- Children should be signed in upon arriving and signed out upon leaving.
- Children should **NEVER** be signed 'in and out' at the same time.
- Each child must be signed in separately by parent or parent designee.
- Parent must provide name, address and phone number of **ALL PARENT DESIGNEES** (any person allowed to leave or pick up your child from provider).
- If parents share custody BOTH parents must provide name, address and phone number to provider.

**I UNDERSTAND BY SIGNING THIS FORM THAT I AGREE TO ANY AND ALL TERMS OF THIS AGREEMENT. I FURTHER UNDERSTAND THAT PAYMENT BY THE OTTAWA TRIBE WILL ONLY BE MADE FOR THOSE DAYS THAT CAN BE VERIFIED BY THE DAILY SIGN IN SHEET. FAILURE TO COMPLETE THE DAILY SIGN IN SHEET MAY RESULT IN PROBATION OR TERMINATION FROM OTTAWA TRIBE CCDF PROGRAM.**

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PARENT

DATE

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PROVIDER

DATE