|  |
| --- |
| **Staff Member Attendance Record**Policy: The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each childcare staff member, childcare aide, and volunteer.Procedure: All NMCAA education staff will sign in at the time of arrival, sign in and out for breaks, and sign out at the time of departure. Volunteers will sign in and out on the Classroom Sign In/Sign Out Log. Education staff will also clock in and out on UKG.. |
| **Week of:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **In** | **Out** | **In** | **Out** | **In** | **Out** | **In** | **Out** | **In** | **Out** |
| Teacher Name: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Assistant Teacher Name: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Assistant Teacher Name: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Classroom Aide Name: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Substitute Name: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

References: R 400.8110(6)

**Distribution:** Original- Classroom File; Copy-Supervisor.

4/23 EHS-HS Team\ADMIN\Procedure Manual\Licensing\Staff Member Attendance Record