



WEEKLY and MONTHLY Attendance Logs

Both options meet ERDC and CCLD Licensing Requirements

Instructions:

Use either the weekly or the monthly log based on what works best for you. Fill in the child's full name (first and last names), and please print clearly. Next, add the child's enrolled hours. Each day record the time in and out as the child arrives and departs. Children in school could have multiple in and out times each day. Do not bill for school hours.

Note: If the child is absent, write "ABSENT" on the time in/out line for that day.

WEEKLY ATTENDANCE LOG SAMPLE		Provider's Full Name: Provider #: (ERDC # or license #)					Dates: April 13-17, 2026	
Child's Full Name	Child's Enrolled Hours	Actual Hours in Care						
		Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours in Care	
SAMPLE: Ava Parks	M-Th from 8am to 5pm, F 9-1pm	7:55- 4:50	7:58- 5:05pm	8:05am - 5pm	ABSENT	9:02- 1:05pm	31	
SAMPLE: Tom Thumb	Tues./Thurs. 6:30am to 3:30pm	-----	6:25- 3:40pm	-----	6:33- 3:15	-----	18	
SAMPLE: Silly Sally	M-F 7am -8:15am and 2:30-5:30pm	7:05- 8:20am 2:30-5:17	ABSENT	7am - 8:18 2:35-5:40pm	7am - 8:22am 2:30-5:30	7am - 8:15 2:30-5:25pm	17	

This page is a SAMPLE only.

For printable templates please see pages 2 and 3.

MONTHLY ATTENDANCE LOG						Month/Year:					
Provider Name:			Provider#			Parent/Guardian Name:			Case#		
<p>Note: Children in school could have multiple in and out times each day. Do not bill for school hours. **If the child is absent, write "ABSENT" on the time in/out line for that day**</p>											
Child's Name:						Child's Name:					
Hours Enrolled:						Hours Enrolled:					
Actual Hours in Care:						Actual Hours in Care:					
Date	A.M.		P.M.		Daily Total	Date	A.M.		P.M.		Daily Total
	Time in	Time out	Time in	Time out			Time in	Time out	Time in	Time out	
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						10					
11						11					
12						12					
13						13					
14						14					
15						15					
16						16					
17						17					
18						18					
19						19					
20						20					
21						21					
22						22					
23						23					
24						24					
25						25					
26						26					
27						27					
28						28					
29						29					
30						30					
31						31					
Monthly Total:						Monthly Total:					