

## Documenting Split Schedules on an Attendance Form

Sometimes a child goes in and out of care multiple times a day. To document this on the attendance form (AF), use the split schedule section on the AF. The “*Time In*” field on the AF is only used when the child first arrives in care. The “*Time Out*” field on the AF is only used when the child leaves for care the last time. All other in and out times must be documented in the split schedule section of the attendance form.

### How to Document

When a child begins care, enter that time in the “*Time In*” field. To accommodate the child leaving care and then returning to care, use the “*split schedule*” section. Add a line to divide the existing column. This creates a space for the additional in and out times. Each time listed must have a corresponding set of initials.

Example: This Child Care Schedule is for a child who would have three in and three out times on a school day. Jane Smith (JS) is the parent. Pam Vassey (PV) is the provider.

Non-school	Start time	Endtime	Min/Max hrs	School	Start time	End time	Min/Max hrs
Monday	7:30AM	- 3:30PM	14	Monday	7:30AM	- 9:00AM	9
	4:30PM	- 10:30PM			2:00PM	- 3:30PM	
Tuesday	7:30AM	- 3:30PM	14	Tuesday	7:30AM	- 9:00AM	9
	4:30PM	- 10:30PM			2:00PM	- 3:30PM	
Wednesday	7:30AM	- 3:30PM	14	Wednesday	7:30AM	- 9:00AM	9
	4:30PM	- 10:30PM			2:00PM	- 3:30PM	
Thursday	7:30AM	- 3:30PM	14	Thursday	7:30AM	- 9:00AM	9
	4:30PM	- 10:30PM			2:00PM	- 3:30PM	
Friday	7:30AM	- 3:30PM	14	Friday	7:30AM	- 9:00AM	9
	4:30PM	- 10:30PM			2:00PM	- 3:30PM	
					4:30PM	- 10:30PM	
Min Days Per Week: 5      Max Days Per Week: 5				Min Days Per Week: 5      Max Days Per Week: 5			

This is how care should be documented on the AF.

Sign in daily				Use if child has split schedule				Sign out daily		
	Date	Time In	Full signature of adult signing in child	Time Out	Initials	Time In	Initials	Time Out	Full signature of adult signing out child	Reason Code
M	3/1	7:30	Jane Smith	9:00	PV	2:00	PV	10:30	Jane Smith	
				3:30	JS	4:30	JS			

- The child arrived at care and was signed in at 7:30AM
- The child left care at 9:00AM to go to school
- The child returned to care at 2:00PM after school
- The child was picked up from care and signed out at 3:30PM
- The child returned to care again at 4:30PM
- The child was picked up for the last time of the day at 10:30PM