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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **YOUTH CAMP DAILY ATTENDANCE FORM** | | | | | | | |
| **Date** | | | | | **Group Name** | | | **Staff/child ratios🡪 age of youngest child in class**  **5-8- year-old🡪1:8 Maximum group size 16**  **9-14-year-old🡪1:10 Maximum group size 20**  **15-year-old and up🡪1:12 Maximum group size 24** | | | |
| **Write each child’s arrival time and departure time from his/her assigned group. If children begin care in one group and move to another group, they must be signed out from the initial group and signed in on the attendance form of the group they have moved to.** | | | | | | | |
| **Child’s Name** | | **Arrival Time** | **Departure**  **Time** | | | **Notes** | **Health Observation\*:**  **S=Sickness, I=Injury,**  **A=Possible abuse or neglect** | | **Staff Attendance** | | |
| **Name** | **In** | **Out** |
| **1** |  |  |  | | |  |  | |  |  |  |
| **2** |  |  |  | | |  |  | |  |  |  |
| **3** |  |  |  | | |  |  | |  |  |  |
| **4** |  |  |  | | |  |  | |  |  |  |
| **5** |  |  |  | | |  |  | |  |  |  |
| **6** |  |  |  | | |  |  | |  |  |  |
| **7** |  |  |  | | |  |  | |  |  |  |
| **8** |  |  |  | | |  |  | |  |  |  |
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| **10** |  |  |  | | |  |  | |  |  |  |
| **11** |  |  |  | | |  |  | |  |  |  |
| **12** |  |  |  | | |  |  | |  |  |  |
| **13** |  |  |  | | |  |  | |  |  |  |
| **14** |  |  |  | | |  |  | |  |  |  |
| **15** |  |  |  | | |  |  | |  |  |  |
| **16** |  |  |  | | |  |  | |  |  |  |
| **17** |  |  |  | | |  |  | |  |  |  |
| **18** |  |  |  | | |  |  | |  |  |  |
| **19** |  |  |  | | |  |  | |  |  |  |
| **20** |  |  |  | | |  |  | |  |  |  |
| **21** |  |  |  | | |  |  | |  |  |  |
| **22** |  |  |  | | |  |  | |  |  |  |
| **23** |  |  |  | | |  |  | |  |  |  |
| **24** |  |  |  | | |  |  | |  |  |  |
| **25** |  |  |  | | |  |  | |  |  |  |

**\*If child is sick and must be excluded from care, or if child has an injury, or if child shows signs or symptoms of abuse or neglect, document the concern and the steps you took to help the child on another piece of paper and keep that paper in the child’s file. If no concern, you may leave it blank.**