

Daily Attendance Record for "Part-Time" Hours

(Only 2 "part-time" children can be present at one time. Additional copies may be needed if there are more children attending as "part-time.")

Provider's Name _____ Month/Year _____ Page # _____

Day	First Child (last, first name)	Time In and Time Out	Second Child (last, first name)	Time In and Time Out	Third Child (last, first name)	Time In and Time Out	Total hours used for all children each day	180 Total hours (Start with 180 hours and subtract each day's total hours used. When zero is reached there are no part-time hours left in the month.)
1								
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28								
29								
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31								
Total "part-time" hours used for this month:								

Daily Attendance Record for "Part-Time" Hours

(Only 2 "part-time" children can be present at one time. Additional copies may be needed if there are more children attending as "part-time.")

Provider's Name Mary Jones Month/Year May 2002 Page # 1

Day	First Child (last, first name)	Time In and Time Out	Second Child (last, first name)	Time In and Time Out	Third Child (last, first name)	Time In and Time Out	Total hours used for all children each day	180 Total hours (Start with 180 hours and subtract each day's total hours used. When zero is reached there are no part-time hours left in the month.)
1	Jones, Evelyn	8A-9:45A	Smith, Terry	1P-2P			2 ³ / ₄	177 ¹ / ₄
2								
3	Jones, Evelyn	8A-9:45A					1 ³ / ₄	175 ¹ / ₂
4								
5								
6								
7								
8	Cooper, Jan	11:30A-1P	Smith, Terry	1P-3P			3 ¹ / ₂	172
9								
10	Smith, Sally	1P-2:30P	Smith, Terry	1P-2:30P	James, Rose	4P-6P	5	167
11								
12								
13								
14	Greene, Marie	7:30A-9:15A	Smith, Sally	1P-3P	Smith, Terry	1P-3P	5 ³ / ₄	161 ¹ / ₄
15								
16								
17								
18								
19	Greene, Marie	7:30A-8:45A					1 ¹ / ₄	160
20								
21	Greene, Marie	7:30A-9A					1 ¹ / ₂	158 ¹ / ₂
22								
23								
24								
25	Cooper, Jan	2P-3:45P					1 ³ / ₄	156 ³ / ₄
26								
27								
28								
29								
30								
31								
Total "part-time" hours used for this month:								23¹/₄