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| Shaded section for child care staff use when child leaves and returns to licensee’s care | Month and Year  |
| **Date** | **Child’s Name****(First/Last)** | **Time in** | **Parent/guardian or** **authorized person signature** | **Time out** | **Staff signature** | **Time in** | **Staff signature** | **Time out** | **Parent/guardian or** **authorized person signature** |
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