*(Name of Playgroup)* **Attendance Register**

**Session Date/time:**

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| --- | --- | --- | --- | --- | --- |
| **Parent/caregiver Name** | **Child/Children’s Names** | **Time in** | **Signature** | **Time Out** | **Signature** |
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**For insurance purposes all parents and caregivers attending playgroup MUST sign in and out and assign times for both. These sheets need to be kept for 20 years (electronic copies are fine). If an incident occurs at playgroup the attendance sheet needs to be attached to the incident report and insurance claim.**