***SAMPLE SIGN IN / SIGN OUT SHEET – Children’s Ministry***

***Program Date:***

|  |  |  |  |  |  |  |  |  | *VISIT* | | |
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| *Child’s Name* | *Parent/Carer/Pick Up Person* | *D.O.B* | *Special Instructions/*  *Allergies* | *Initial*  *In* | *Time* | *Initial*  *Out* | *Time* | *Child*  *ID Number* | *1* | *2* | *3+* |
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