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

 ***Program Date:***

|  |  |  |  |  |  |  |  |  | *VISIT* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *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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