



# CCRC CACFP Weekend/Holiday Attendance Log

Month/Year: \_\_\_\_\_

Provider's Name (Please Print): \_\_\_\_\_ Provider's ID No: \_\_\_\_\_

Instructions: Complete for children in attendance for any weekend days (Saturday/Sunday) or holidays. Use ONE Form per family, up to four children. If there are more than four children per family, an additional form should be used. Parents MUST complete all of their/their children's info (not the Provider). This form should be completed the day(s) of care. Remember, the following are the ONLY holidays CCRC is closed: *New Year's Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day.* CACFP Programs will not be reimbursed for meals served on these days. Please refer to your CCRC CACFP Provider Handbook.

Parent/Guardian Name (please print): \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

Child Name (Please Print):	Child Name (Please Print):
Child Name (Please Print):	Child Name (Please Print):

Day	IN Am/Pm	OUT Am/Pm
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Day	IN Am/Pm	OUT Am/Pm
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \*CACFP Programs MUST notify the CCRC in advance by phone (x224) or email of the dates you will be open for weekend care.
- \*Children's enrollment records must include Saturday/Sunday to be reimbursed for meals served on weekends.
- \*Hash Marks' cannot be used on the form per the guidance of Ohio Department of Education
- \*Must submit to the CCRC with your monthly claim by the 5<sup>th</sup> of the month. May be submitted electronically. If submitted electronically, Provider must keep their original as part of the 3 years record retention.
- \*Parent must complete their own personal data, their child(ren) info and the in/out times.
- \*Weekend/Holiday Attendance Log with no parent signature will be kept with the submitted claim. However, the weekends will not be reimbursed and will be disallowed.