



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 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 5th 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.