

Family Name: \_\_\_\_\_ CCB% \_\_\_\_\_ Carer's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School Age: Y / N Week Ending: / / 200

Day	Time In	initials	Time Out	Initials	Time In	Initials	Time Out	Initials	Std Hrs	Non Std	Totals
Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
Sun											
Totals											

Child's Name: \_\_\_\_\_ School Age: Y / N Week Ending: / / 200

Day	Time In	initials	Time Out	Initials	Time In	Initials	Time Out	Initials	Std Hrs	Non Std	Totals
Mon											
Tue											
Wed											
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Fri											
Sat											
Sun											
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Child's Name: \_\_\_\_\_ School Age: Y / N Week Ending: / / 200

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Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
Sun											
Totals											

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_ Carer's Signature: \_\_\_\_\_

Parent to initial each occasion in and out of care and sign at the end of the claim period to confirm attendances  
It is an offence under the Crimes Act to provide false or misleading information on this document

### Important – Please Read

1. CHARLTON BROWN® is required by the Legislation to maintain a record of “attendance” for each child in the care of CHARLTON BROWN® I.H.C. or its employees.
2. This Attendance Sheet is a legal record and remains the property of CHARLTON BROWN® I.H.C. at all times. Please feel free to keep a copy for your information, but originals **must** be returned to CHARLTON BROWN® I.H.C.
3. This attendance sheet is to be completed by the child/children’s parent or guardian and forwarded to the CHARLTON BROWN® I.H.C. head office – Level 2, 20 Wharf St, Brisbane, 4000, Fax: (07)3221 6855.
4. Each Monday-to-Sunday table is to record attendance details for **one child** only. This entire Attendance Sheet, however, may be used to record 4 weeks care for one child, or one week’s care for 4 children, or any combination of weeks and children.
5. The CHARLTON BROWN® I.H.C. Carer completes a separate CHARLTON BROWN® timesheet which they forward to CHARLTON BROWN®.
6. This Attendance Sheet does not replace or remove the requirement for the CHARLTON BROWN® I.H.C. Carer to complete a timesheet.
7. Please contact the CHARLTON BROWN® I.H.C. Service (07) 3221 3855 if you have any questions or wish to discuss any aspect of your I.H.C. placement.

#### Office Use Only

For this period’s Child Care Benefit Claim, this attendance record is Sheet \_\_\_ of \_\_\_ Sheets.

	Date	Initials
All carer timesheets have been received for this Attendance Record sheet	__ / __ / __	_____
All carer timesheet hours have been checked against Attendance Record hours	__ / __ / __	_____
All original copies of Attendance Sheets have been received	__ / __ / __	_____
Total Child Care Benefit Amount Claimed \$ _____	__ / __ / __	_____