



Children, Staff and Visitors Register

Date: ____/____/____

Play Service

Children

First Name	Surname	Time in	Time Out	Parents Name	Sign Out
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

First Name	Surname	Time in	Time Out	Parents Name	Sign Out
12.					
13.					
14.					
15.					

Staff

First Name	Surname	Time In	Time Out	Sign Out
1.				
2.				
3.				
4.				

Visitors

Full Name	Reason for Visit	Time In	Time Out	Sign Out
1.				
2.				
3.				

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This form has been created as an **example only**.

Reviewed: 05.05.09