

**TRAINING AND EMPLOYMENT CHILDCARE (TEC) PROGRAMMES 2015/16  
Community Employment Childcare (CEC)  
PARENT SIGN-IN SHEET**

**Service Name:** \_\_\_\_\_ **DCYA Ref:** \_\_\_\_\_

**Parent Name (Block Capitals):** \_\_\_\_\_ **No. of Children:** \_\_\_\_\_

**PIP Registration ID(s):** \_\_\_\_\_

**Childcare Start Date:** \_\_\_\_\_ **Childcare End Date:** \_\_\_\_\_

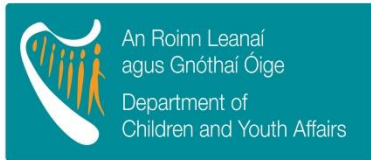
The sign in sheet is to be signed in the service by the parent for the weeks that they use the service. It is a **declaration by the parent that s/he is still attending the placement and continues to be eligible for the CEC Programme**. If the parent is not using the service through illness, child's illness, holidays, they should not sign-in for that week. If the parent does not use the service for two consecutive weeks then a PIP Leaver form must be completed or the service should contact the Local CCC to get authorisation to keep the registration active. If a leaver form is completed and the parent returns a new registration form must be submitted.

\*The sign in sheet must be kept on site by the service for compliance purposes. Weeks should not be signed in advance and in doing so a service will be found to be major-non compliant.

I, the undersigned, declare that my child/ children attended this childcare service as per their registration details, and that I continue to attend my course and be eligible for the programme.

Date week ending	Parent Signature.
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CEC Programme 2015



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