A free daycare sign-in sheet you edit and print

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A free daycare sign-in and sign-out sheet: your room's name, the date and your first names printed on, daily or weekly, 8 to 20 rows. No sign-in, nothing sent.

Peabody's free daycare sign-in sheet prints the columns most programs use: the child's name, time in, the drop-off grown-up's signature, time out, and the pick-up grown-up's signature. Type the room's name, pick the date, paste your first names once, and choose a daily sheet or a weekly one with 8, 12, 16 or 20 rows. Your state sets what a sign-in record must hold, so check your state's page before you rely on any template. Peabody is free through the end of 2026, with no sign-in and no ads.

This post walks through what the sheet does, what it doesn't do, and how to set it up by the door so it actually gets filled in.

What's on the sheet

The daily sheet is one page a day in portrait. Five columns:

1. Name
2. In
3. Signature
4. Out
5. Signature

The weekly sheet is one page for the week in landscape. Names run down the side and Monday to Friday run across, with an "In / initials" and an "Out / initials" box for each day.

At the top is your room's name and the date (or "Week of" the Monday, on the weekly sheet). At the bottom is one line:

> Your state sets what a sign-in record must hold and how long to keep it: see your state's licensing page at childcare.gov/state-resources

That link goes to Childcare.gov's state and territory resources, the federal page with a picker for each state's child care licensing. We don't state any rule or any time period on the sheet or here, because they differ by state and by kind of program. Your licensing consultant is the person to ask.

How you edit it

Three steps on the page:

1. Type the room's name and pick the date.
2. Paste first names, one a line, or leave the list empty for a blank sheet.

3. Pick daily or weekly and the number of rows, then print.

Rows come in 8, 12, 16 or 20. Pick a few more than your roster so there's room at the bottom for a visiting child or a new start.

What you can't do yet: add your own columns, change the column names, or add a logo. If your program needs another field, a column you rule in by hand on a printed blank works, or ask your licensing consultant what your state's form looks like.

Where the names go

The names you paste stay in this browser. They are never put in a link and never sent to Peabody. The page has no share button on purpose, so a roster can't travel by accident.

The same list feeds the name tags and cubby labels, so you paste it once at the start of the year. If you clear the browser's data, the list goes with it; keep your roster somewhere of your own as well.

Why first names

A sheet by the door is read by every family who signs in. First names are enough for a parent to find their child's row. If two children share a first name, add an initial (Maya R. and Maya T.) rather than a surname.

Daily or weekly

- Page · Daily: Portrait, one a day · Weekly: Landscape, one a week
- Rows · Daily: 8 to 20 children · Weekly: 8 to 20 children
- Good for · Daily: Filing by date, a large room, a busy door · Weekly: A small room or a home program, one page to check
- Watch for · Daily: Printing enough for the week · Weekly: Small boxes if your days are long

Pick whichever your program files. If you aren't sure, ask how your licensing agency wants records kept, then match it.

Try this on Monday

Print the week's daily sheets on Monday morning, or one weekly sheet. Clip them to a board by the door, and tie a pen to the clip with a string. A sheet without a pen gets signed later, from memory.

Put the clipboard where a grown-up has to pass it to reach the cubbies, not on a shelf behind the door. At pickup, glance down the "Out" column before the last family leaves.

If a grown-up you don't know comes to pick up, the sheet is not the place to sort it out. Follow your program's own pickup policy, and keep the sheet for what it is: a record of who came in

and who went home.

The other paperwork

- The daily report slip is the note that goes home in the cubby: meals or bottles, naps, diapers or the potty, mood, and what we did. There's a post on daily report sheets.
- The labels page prints six name tags or ten cubby labels a page from the same pasted list.
- The sign-in guide has the five columns and the daily-or-weekly choice in short.

On the classroom side, the theme planner plans the week, and the books it suggests are Peabody's free stories, which families can read at home with no sign-in.

Three things providers ask

What does a daycare sign-in sheet have to include?

Your state's child care licensing rules decide that, and how long to keep the sheets. Peabody's sheet has the columns most programs use: the child's name, the time in and out, and a grown-up's signature each way. Look your state up on Childcare.gov before you rely on it.

Is my roster saved anywhere online?

No. It's kept in your browser only, never in a link and never sent. Nothing on the sheet is sent anywhere when you print it.

Can I print a blank sheet?

Yes. Leave the names empty and pick the number of rows. Families write the names in themselves.

Free at peabody.kids/blog/daycare-sign-in-sheet