142H.30 ATTENDANCE RECORDS.

Subdivision 1. **Attendance records.** A child care center must maintain documentation of actual attendance for each child receiving care. The records must be accessible to the commissioner during the program's hours of operation, be completed on the actual day of attendance, and include:

(1) the first and last name of the child;

(2) the time of day that the child was dropped off; and

(3) the time of day that the child was picked up.

Subd. 2. **Daily classroom tracking.** (a) A license holder must ensure that program staff track children in their classroom on a daily basis to ensure the center has an active roster of children present in their classroom.

(b) Children must be tracked as they arrive in and depart from the classroom.

(c) Tracking must include the first and last name of each child.

(d) The classroom tracking documentation must remain with each group at all times throughout the day including outdoor play, emergency evacuations, field trips, and when groups are combined.

History: *2012 c 216 art 17 s 2; 2015 c 78 art 4 s 16; 2022 c 98 art 7 s 1; 2024 c 80 art 2 s 19,74: art 6 s 4; art 8 s 70; 2024 c 115 art 16 s 41,43; 2026 c 127 art 12 s 31*