Mackay Family Day Care

Visitors to Family Day Care Residence or Venue

National Regulations: Regulations 165-166, 169

A record must be kept which records all visitors to a **family day care** residence or venue during the service's hours of operation. The record must include the name and signature of the visitor, and their arrival and departure time.

A **family day care** educator must not leave a child or children alone with a visitor to a family day care residence or approved venue, while providing care and education to that child as part of the family day care service.

Date	Name of visitor	Time In	Time Out	Signature of visitor