INNER WEST

Visitor Sign in Location:

Visitor Name	Contact Number	Reason for Visit	Time In	Time Out	Signature	Date

Education and Care Services National Regulations 2011
Regulation 165 Record of visitors; a family day care educator **MUST** keep a record of all visitors and family members at the family day care residence while children are being educated and cared for **Regulation 166 Children not to be alone with visitors;** a family day care educator **MUST NOT** leave a child being educated and cared for at a family day care residence or approved venue with a visitor to the residence or venue Penalty: $2000 Reviewed December 2014