**Sign In /Sign Out Sheet - SAMPLE**

**Production Title: Date:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child name & age | Supervisor Name | Arrival Time | Call Time | 1hr break after 4 hours | Wrap Time | Departure Time | Signature | Notes (travel time, allowable time) |
|  |  |  |  | Start:  End: |  |  |  |  |
|  |  |  |  | Start:  End: |  |  |  |  |
|  |  |  |  | Start:  End: |  |  |  |  |
|  |  |  |  | Start:  End: |  |  |  |  |
|  |  |  |  | Start:  End: |  |  |  |  |
|  |  |  |  | Start:  End: |  |  |  |  |

**Schedule 6, section 27 (2), Children’s Guardian Regulation 2022 – Maximum Hours of Work for Entertainment and Exhibition.**

|  |  |  |  |
| --- | --- | --- | --- |
| Age of child | Maximum days per week | Hours during which child may be employed | Maximum hours per day |
| Under 6 months | 1 day | 6.00 am-6.00 pm | 4 hours |
| 6 months-under 3 years | 2 days | 6.00 am-6.00 pm | 4 hours |
| 3 years-under 8 years | 4 days | 6.00 am-11.00 pm | 6 hours |
| 8 years-under 15 years (or under 16 years for models) | 5 days | 6.00 am-11.00 pm | 8 hours |

Travel time that exceeding 90mins in either direction (from home to and from location) is subtracted from the child’s allowable time on location.

Children must not work beyond 9pm on any day if the child is to receive schooling on the following day unless a variation has been granted by the OCG.

Rest breaks need to be scheduled taking into consideration the child age, needs, and the nature of the work, we recommend at least 10 minutes every hour.