

Daily Log

The Child Care and Early Years Act (CCEYA) requires that a daily record or log be kept in each classroom. At a minimum, it needs to include:

1. A summary of any incident affecting the health, safety or well-being of staff or a child enrolled at the centre and, where applicable, a note indicating where the details regarding the incident and the action taken can be found (i.e.: See Accident Report in child's file). Only mention of the child's initials will be used.
 2. Any variation in the daily program plan or schedule (i.e.: planned one activity but provided a different one; played outdoors for less than the required time due to inclement weather, changes in snacks and lunches, etc).
 3. Number of children in classroom that day with the number of absences, as well as any messages from parents such as children absent and why.
 4. Staff need to keep in mind that the daily log will allow anyone coming into the classroom (i.e.- Director, Ministry, Supply Staff) to see what has been occurring in that room.
- ❖ The person recording it should initial all notations in the classroom Logbook.
 - ❖ Other items that are important to the staff, Director or Operator can also be recorded in the record or log.
 - ❖ Since the log is generally not kept in a locked place, care must be taken to include only information that would not be considered confidential. Please use initials if necessary. A note concerning confidential incidents can be made in the log referring the reader to the child's file, which is kept locked.

Written daily records or logs must be kept for at least two years after they are complete.

Attendance Records

It is the responsibility of the educator to sign the children in and out each day on the sheet provided. One RECE educator will complete the attendance sheet each day ensuring that the total number of children present is recorded at the bottom of the sheet. This allows for a quick and accurate head count at any time but especially when outside or during a fire drill. It is necessary to keep an ongoing tally throughout the day as children arrive and depart.

Accurate attendance is required at ALL times!

As these are considered legal documents please ensure blue or black pen is used for documentation.