



# SESSION RECORD

**Note: The Session Record is for ISOs offering Short Term Programs**

## WHAT IS DIFFERENT

If you offer a Short Term Program, you will keep a Session Record, rather than a Daily Record. This Session Record is similar to the Session Management Form required in the OCCR.

## WHY IS IT IMPORTANT?

The Session Management Record Form is a way to keep track of important information that takes place throughout the course of a Short Term session. It allows staff to document and share information between each other and their administrator and gives everyone an opportunity to review information that may be needed for future reference. It identifies who was on duty and whether volunteers were present. Most importantly, it identifies the CNC Staff and a signature confirming accountability for what occurred during the session.

**Note:** When a session is offered at a location not dedicated to CNC (i.e. used by others before being used for CNC), a complete Session Record includes both details about the session and parts of the CNC Space Approval Checklist (CNCR Appendix 1) and a completed CNC Space Safety Checklist (CNCR Appendix 2).

Also note: by ensuring that staff in each short term session have access to emergency information as recorded on the CNC Space Approval Checklist that was completed for the location where care is being offered, you are protecting the safety of the staff and children in the program.

## IMPLEMENTATION

- Decide on a format for your Session Record that meets basic requirements and the needs of your organization.
- Decide on procedures for creating a “session record” to ensure that before offering a Short Term session, staff have access to relevant information from the CNC Space Approval Checklist, a blank copy of a CNC Space Safety Checklist, and a form or other document to record session information.
- If you regularly use a location not dedicated to CNC, you might make copies of the emergency information from the CNC Space Approval Form to include in the “session record” whenever



care is offered. If the CNC Space Approval Form indicates that a location has any special features that might affect provision of the session, that information should also be included in the session package.

- Decide on procedures for completing and filing. **Note:** Attachments include completed CNC Child Attendance Form, completed Space Safety Checklist, relevant parts of the CNC Space Approval Form
- Train staff
- Review Session Reports after each Short Term session

## REQUIREMENTS

### CNC PROGRAM INFORMATION

#### 1-4 INFORMATION ABOUT PROGRAM EVENTS

##### Short Term CNC

- b. For each session when only short term CNC is provided, the ISO has on file a written record of the management of the session.
- c. Each short term Session Record should include the following:
  1. Information about the session, including the date, time and exact location of the session and the names of the CNC staff on duty and any volunteer who is present, and information about any unusual events.
  2. Information about the parents and the service or services being supported by CNC.
  3. Information about the participating children and their activities.
  4. A completed CNC Child Attendance Form.
  5. The name and signature of the CNC staff with designated responsibility, with the date and time, indicating that the session has ended and all required documentation has been completed.
- d. When a short term session, including mobile CNC, is provided in a location that is not dedicated to CNC, the session record also includes



1. Relevant parts of CNC Space Review Form, including emergency information or confirmation that emergency information is immediately available to CNC staff.
2. A completed CNC Space Safety Checklist as required in section 2- 3.