



DAILY RECORD

Programs have never been required to keep a daily written record of program events. While some programs did this as part of their own practice, the new requirement ensures any issues, concerns or changes to the program will be recorded.

WHY IS IT IMPORTANT?

Keeping a daily record or log is a way for a Long Term or Combined Care program to keep track of important information about events that take place throughout the day. Having a record allows staff to share information between each other and their administrator and gives everyone an opportunity to review information that may be needed for future reference.

NOTE: If you provide a Short Term CNC program, you will keep a Session Record instead of a Daily Record. For details see Session Record Form.

IMPLEMENTATION

Since the events and activities of a CNC program are flexible to meet the children's needs, a daily log is often used to pass along information, note a change, or describe an issue.

- Define expectations and information that must be documented
- Determine where the Daily Record will be kept. The record of events must be located in an area that is easily available to staff, but privacy must also be considered, and parents should not have access to it. Staff must be able to record events as they occur and should have immediate access to the information should they need to consult it while they are caring for the children.
- It is important to review the Daily Record on a regular basis to understand what is happening in the program and to confirm with the staff that maintenance of the log is expected.

Below are some of the items that should be recorded.

Staffing

- Document if a supply staff is present, how they did, and for whom they were covering.
- Document if volunteers are in the program and the times they were there.



Snack

- Identify any changes to your posted snack plan. This will help if a child has a delayed reaction to food served.
- If you do not have a posted snack plan use the daily log to list the snacks served.
- Note if there were any issues with the snack e.g. children did not like it.
- If parents provide snack, note if there were any concerns – a child with no snack, a child eating another child's snack, parents bringing in a snack to share with all the children etc.

Children

- Note if a child becomes ill, the symptoms, and staff response/action.
- If there is an accident, record the children involved, the injury and the response.
- Note any medical emergency (e.g. seizure).

Program

- Note any program changes, such as a planned activity that was changed or not provided. (For example, you may not be able to go outside to the playground due to inclement weather.)
- Note a new child arriving in the program (Long Term Care only) or a child who is having difficulty.
- Note any unusual activity, upset parent, etc.

REQUIREMENTS

CNC PROGRAM INFORMATION

1-4 INFORMATION ABOUT PROGRAM EVENTS

Long Term and Combined CNC

- a. When providing long term or combined CNC, CNC staff keep a daily written record that includes any changes to the program or any unusual events.