

Exploring the Puddle

Early Childcare Learning Centre

Policy 6.0

DAILY RECORDINGS

Each day the Centre is required to complete the following logs.

Procedure:

1. Parents responsibility:
 - a. Sign in/ out accordingly- including time and signatures
2. Staff responsibility:
 - a. Diaper logs- child's name, time of change
 - b. Menu (for Group Care)
 - c. Documentation log- a communication tool between staff

Last Update: March 2013