Instructions and Tips for Creating Compliant Documents:

Daily Written Record (O. Reg. 137/15, ss. 32(3), 37(1))

Mandatory Requirements to Include

The following information must be included in the daily written record to comply with requirements under the Child Care and Early Years Act, 2014 and O. Reg. 137/15:

For child care centres:

☐ A summary of any incident affecting the health, safety or well-being of any child receiving child care at a child care centre operated by the licensee.

☐ A summary of any incident affecting the health, safety or well-being of any staff at a child care centre operated by the licensee.

☐ Any recommendations made by the local medical officer of health or the local fire department.

For home child care agencies:

☐ A summary of any incident affecting the health, safety or well-being of any child (including any privately-placed child) receiving child care at a premises where the licensee oversees the provision of home child care.

☐ A summary of any incident affecting the health, safety or well-being of any person providing child care at a premises where the licensee oversees the provision of home child care.

General

- Ensure staff and providers are aware of the processes and expectations for documenting in the daily written record, including but not limited to:
  - Instructions for who is responsible for documenting in the daily written record (e.g., for child care centres, the qualified staff in each program room);
  - Instructions for how to document in the daily written record (e.g., objective instead of subjective documentation, use initials of children instead of full names, use pen instead of pencil, etc.);
  - Procedures for handling record retention and privacy of information included in the record; and
  - Procedures for monitoring compliance with requirements for the daily written record (e.g., licensee reviews daily written record on a quarterly basis).

Information to Include

- Include the date for each daily entry.
- Include a comment to indicate that there was nothing to report on that date if there is no information to include in the written record.
• If the daily written record is being used as a staff communication book, consider including information about anything that may have impacted the child care program, including staff/provider changes (e.g., information about staff absences and supply staff) and program visitors (e.g., grandparent, librarian).

• Include information about any communication with parents that may impact a child and their care, including but not limited to:
  o Changes to pick-up/drop-off arrangements;
  o Reason for child’s absence;
  o Changes to a child’s feeding arrangements for the day;
  o Concerns received from a parent that require follow-up; and/or
  o Notifying a parent whenever an incident occurs that affects a child’s health, safety or well-being.