



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:
 - Changes to pick-up/drop-off arrangements;
 - Reason for child's absence;
 - Changes to a child's feeding arrangements for the day;
 - Concerns received from a parent that require follow-up; and/or
 - Notifying a parent whenever an incident occurs that affects a child's health, safety or well-being.