Child Care Centre Attendance Log

**[Insert Name of Child Care Centre]** Room (e.g. preschool 1): Click here to enter text. Week of \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY):

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| Name of Child  (First Name, Last Name) | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | |
| Daily Health Check  ( √ ) and initial | Arrival Time (hh:mm) | Departure Time (hh:mm) | Daily Health Check  ( √ ) and initial | Arrival Time (hh:mm) | Departure Time (hh:mm) | Daily Health Check  ( √ ) and initial | Arrival Time (hh:mm) | Departure Time (hh:mm) | Daily Health Check  ( √ ) and initial | Arrival Time (hh:mm) | Departure Time (hh:mm) | Daily Health Check  ( √ ) and initial | Arrival Time (hh:mm) | Departure Time (hh:mm) |
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| **Total Children Present:** |  | | |  | | |  | | |  | | |  | | |
| Visitors to the Room (Children) | | | | | | | | | | | | | | | |
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Recommendations:

* Consider developing a legend to clearly identify which children are present and which children are not receiving care for a specific date (e.g., ‘A’ for absent, ‘V’ for vacation).
* Consider listing children’s names alphabetically to easily identify children on the list.
* Consider greying out areas of the attendance for specific days where a child is not scheduled to attend the child care centre (e.g., child only attends Wednesdays and Fridays).

## Regulatory Requirements: Ontario Regulation 137/15

### Attendance

72(3) Every licensee shall ensure that a record is kept of the daily attendance of each child receiving child care in each child care centre it operates and in each premises where it oversees the provision of home child care showing the time of arrival and the time of departure of each child or if a child is absent.

### Child illness and accident

36(1) Every licensee shall ensure that a daily observation is made of each child receiving child care in each child care centre it operates and in each premises where it oversees the provision of home child care before the child begins to associate with other children in order to detect possible symptoms of ill health.

**Disclaimer:** This document is a sample template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.