



**Umbrella Family and
Child Centres of Hamilton**

5.7 DAILY JOURNAL POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	5- Safety
POLICY	5.7 Daily Journal Policy
LAST REVISED	June 19, 2024

RATIONALE

Programs licensed under the Child Care and Early Years Act, 2014 must ensure that a daily written record is maintained. The intent of this regulation is to ensure that each licensed child care program keeps a record of significant events that affect the health, safety or well-being of the staff and children. This record acts as a communication tool and a record of daily operations.

RESPONSIBILITY

All staff.

PROCEDURE

- Supervisor will ensure that any changes regarding the following aspects of the program are recorded in the Daily Journal:
 - program
 - menu
 - arrival and departure routines
 - unusual occurrences
 - accident or illness of children or staff
 - phone calls
 - visitors to the centre
 - changes in staffing (i.e., supply staff on duty)
 - messages regarding staff meetings, centre events, etc.
- If there is an accident/incident involving a child, the Daily Journal needs to include confirmation that the parents have been informed.
- School age staff will be required to read through the Daily Journal at the beginning of each shift, to ensure they have up-to-date information.
- The Daily Journal will not be used to exchange personal information or for messages to individual employees which would be more appropriately discussed in person.
- An entry is required for each day that the program operates even if there have not been any events.
- All records must be kept for 3 years after the last entry.

Policy Attachments: N/A

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.