



UFCC FORM
DAILY JOURNAL

This form must be completed DAILY.

**Umbrella Family
and Child Centres
of Hamilton**

UMBRELLA CENTRE

DATE

**CHANGES IN STAFF
SCHEDULES**

CHANGES IN MENU

Use the section below to record visitors, phone messages, special pick-up arrangements, accident reports to be signed, fire drills or lockdowns, formal conversation or phone call with a parent, child off sick, etc. Please sign name/initial beside each comment.

COMMENTS	INITIALS

STAFF ON DUTY: Please print name and initial.

NAME	INITIALS	NAME	INITIALS	NAME	INITIALS

Last Revision Approved: July 15, 2022

Date of Next Review: July, 2023

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Use this form as an extra page(s) for comments if there is not enough space on the main form.

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