FolarraStudio

Daycare Daily Report

care · play · share

UNDATED · PRINTABLE · DAILY SHEETS & CHILDCARE FORMS

These Forms Belong To

for childminders and daycare providers

DAYCARE NAME _____

PROVIDER _____

PHONE / EMAIL _____

ADDRESS _____

OPENING HOURS _____

How to use these forms

- Print the whole planner once, then print extra copies of the pages you use most, such as the Daily Report and Sign-In pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Print a Daily Report for each child every day and send it home at pick-up.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

Our word for this year

What makes our daycare special

Contents

tap a title in the digital planner to jump to it

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Daily Report

my day today

CHILD _____ DATE _____

ARRIVED _____ WENT HOME _____

I ate

I slept

Diapers / potty

I played & learned

My mood

Please bring

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Infant Daily Report

bottles, naps & changes

BABY _____ DATE _____

TIME	BOTTLE / FOOD	AMOUNT	NAP	DIAPER	NOTES

Sign-In / Sign-Out

drop-off and pick-up

DATE _____ STAFF _____

CHILD	TIME IN	SIGNED BY	TIME OUT	SIGNED BY

Monthly Attendance

tick each day

MONTH _____ YEAR _____

CHILD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Child Information

one card per child

CHILD _____

DATE OF BIRTH _____

PARENTS & PHONE _____

ALLERGIES _____

DOCTOR _____

AUTHORISED PICK-UP _____

NOTES _____

CHILD _____

DATE OF BIRTH _____

PARENTS & PHONE _____

ALLERGIES _____

DOCTOR _____

AUTHORISED PICK-UP _____

NOTES _____

CHILD _____

DATE OF BIRTH _____

PARENTS & PHONE _____

ALLERGIES _____

DOCTOR _____

AUTHORISED PICK-UP _____

NOTES _____

CHILD _____

DATE OF BIRTH _____

PARENTS & PHONE _____

ALLERGIES _____

DOCTOR _____

AUTHORISED PICK-UP _____

NOTES _____

Emergency Contacts

for every child

CHILD	CONTACT	RELATIONSHIP	PHONE	CAN COLLECT
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
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				☐
				☐
				☐
				☐
				☐
				☐
				☐

Weekly Menu

meals & snacks

WEEK OF _____ ALLERGY NOTES _____

DAY	BREAKFAST	MORNING SNACK	LUNCH	AFTERNOON SNACK
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Weekly Activity Plan

learning through play

WEEK OF _____ THEME _____

DAY	THEME	MORNING	AFTERNOON	OUTDOOR
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Accident Report

shared with parents the same day

CHILD _____ DATE & TIME _____

LOCATION _____ STAFF PRESENT _____

What happened

First aid given

Parent informed

Signatures

Supplies Needed

a note for parents

Care

- [ ] Diapers
- [ ] Wipes
- [ ] Cream
- [ ] Spare clothes
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Food

- [ ] Formula / milk
- [ ] Bottles
- [ ] Snacks
- [ ] Water bottle
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Rest

- [ ] Blanket
- [ ] Comfort toy
- [ ] Sleep sack
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Outdoor

- [ ] Sun hat
- [ ] Sun cream
- [ ] Coat
- [ ] Rain boots
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope these forms make every day at your daycare calm and well organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

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- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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