
Subject: Daily Activity Sheet

Source: Head Start Performance Standard 1304.22 , TDFPS Standard 746.2431

Policy

- All direct care staff are responsible for gathering and recording ongoing observations of children enrolled in Early Head Start
- All direct care staff is responsible for documenting and communicating with the parents about the day-to-day concerns and activities of their child.

Procedure

1. **All direct care staff** caring for infants ages 0-12 months are responsible for ensuring that parents document the following information on the top part of the child's Daily Activity Sheet:
 - a. The time of the child's last feeding
 - b. The amount of sleep received by the child the night prior
 - c. The child's general mood this morning
 - d. Whether or not the child has had a BM this morning
 - e. Any new foods introduced to the child this week
 - f. Special instructions for the day.
2. **All direct care staff** caring for infants ages 0 to 12 months are responsible for providing ongoing observations of children and documenting any findings on the child's Infant Daily Activity Sheet. Appropriate items requiring documentation include:
 - a. The Morning Health Check
 - b. The times the child sleeps
 - c. The times and amount of food consumed
 - d. The times of diaper changes
 - e. The times the child brushes his/her teeth
 - f. The child's general mood for the day
 - g. The times medications are administered to the child (when required)
 - h. A brief summary of the activities in which the child participated in during the day.
3. **All direct care staff** caring for infants 0 – 12 months will ensure that the parent/ guardian picking up the child signs the daily activity sheet.
4. **All direct care staff** caring for toddlers are responsible for ensuring that parents document the following information on the top part of the child's Daily Activity Sheet.
 - a. How was the child's night?
 - b. Special instructions for the day.
 - c. Any need for medication with times and dosages.
5. **All direct care staff** caring for toddlers are responsible for providing ongoing observations of children and documenting any findings on the child's Toddler Daily Activity Sheet. Appropriate items requiring documentation include:

- a. The Morning Health Check
 - b. The times the child sleeps
 - c. The times and amount of food consumed
 - d. The times of diaper changes or restroom usage
 - e. The times the child brushes his/her teeth
 - f. The child's general mood for the day
 - g. The times medications are administered to the child (when required)
 - h. A brief summary of the activities in which the child participated in during the day.
6. **All direct care staff** caring for toddlers will ensure that the parent/ guardian picking up the child Signs the daily activity sheet.
7. **All direct care staff** are to file the daily activity sheets in envelopes each quarter and will remain as apart of the child's permanent record.

Health, Safety Mgr:

Reviewed and Approved by

Reviewed & Approved by:

David Flores

Cindy Robertson, EHS Director

Health Advisory

Date

Date

Date