

A Note from Michelle:

The birth of my monthly organizer...

I am not sure why it has taken so long for me to create this organizer. I sat here today in front of a huge stack of notes, actually scraps of paper from here there and everywhere. My main large calendar which always seems to get in my way had just ran out last month and 4 separate scraps of paper listed the children's attendance. I tried desperately to find the information on a parent I had received, knowing I had written the note to myself a few hours before hand. Sound familiar? The life of a child care provider. In our job we wear too many hats and the hat labeled "secretary" does not fit me very well!! *Laugh* Over the years I have tried various systems of daily record keeping. Calendars are great... and most can be found for free, but there is not enough space to write important information. Teachers record books are for large class sizes and Daily planners seem to be more geared for the business executive... no use in trying to plan my day by the 1/2 hour slot! The kids always seem to have a way of surprising me out of my greatest plans! I did not need a planner...I needed a recorder. I searched the web finding nothing that came close to suiting what our job requires and knew that if I did not come up with something I would loose my hair for sure *smile*.

Over the years I have realized (sometimes the hard way) that keeping records of my day were just as important as keeping records of the child's day for the parent. This system needs to be simple, as I don't have the time to sit and write detailed information or fill out detailed forms. Yet I need the space to write down things I may need at a later date... for a number of given reasons. This organizer also had to be for me... not for anyone else, my own personal black book as per say.

There are a number of ways this organizer could be used. Be creative and think of how it would be easiest for you. Personally I am going to print of a month and place it on a clip board, at the end of the month I will hole punch it and add it to my "master" binder for safe keeping. Printing the cover page on card stock or coloured paper will make it easier to find the months when placed together in a binder. If you need to write more information into a particular day just use the back of the paper.

Well I have rambled enough... I hope this helps you as much as I hope it helps me. As always if you have comments I'd love to hear from you!

Yours in care, Michelle

FAMILY CHILD CARE

Monthly Record Book



Image © PCHugware

For The Month of:

Holidays this month include:

31

Children Present

Name: _____	In _____	Out _____	Name: _____	In _____	Out _____
Name: _____	In _____	Out _____	Name: _____	In _____	Out _____
Name: _____	In _____	Out _____	Name: _____	In _____	Out _____
Name: _____	In _____	Out _____	Name: _____	In _____	Out _____

~::~ Phone Calls ~::~

Name: _____ Number: _____ Notes: _____ _____ _____	Name: _____ Number: _____ Notes: _____ _____ _____
Name: _____ Number: _____ Notes: _____ _____ _____	Name: _____ Number: _____ Notes: _____ _____ _____

~::~ Important Notes/Reminders/Incident Reports ~::~
