[YOUR DAYCARE]

DAILY REPORT

How today went — bottles and meals, naps, diapers and potty, mood and play — one sheet, home in the cubby

Child: _____ Date: _____ Room: _____

Dropped off at: _____ by: _____ Picked up at: _____ by: _____

Caregiver: _____

TODAY I...

- ☐ Ate well
- ☐ Drank well
- ☐ Napped well
- ☐ Played outside
- ☐ Had tummy time or floor play
- ☐ Did art, music or a story
- ☐ Was happy most of the day
- ☐ Was fussy or tired — see the note below

PLEASE BRING

- ☐ Diapers
- ☐ Wipes
- ☐ A change of clothes
- ☐ Bottles, formula or breast milk
- ☐ Lunch or snacks (if you send them)
- ☐ Something else — see the note below

BOTTLES, MEALS AND SNACKS

Time: _____ What: _____ How much: _____

Time: _____ What: _____ How much: _____

Time: _____ What: _____ How much: _____

Time: _____ What: _____ How much: _____

Write the amount the child actually took, not what was offered — half a bottle is the line a parent plans the evening around.

NAPS

Down: _____ Up: _____ Down: _____ Up: _____ Down: _____ Up: _____

DIAPERS AND POTTY

Time: _____ wet · BM · dry Time: _____ wet · BM · dry Time: _____ wet · BM · dry

Time: _____ wet · BM · dry Time: _____ wet · BM · dry Potty tries: _____ Successes: _____

WHAT WE DID TODAY

_____

_____

A NOTE FOR THE FAMILY

_____

_____

A bump, a bite, a cough, a new word, a first step: write it here with the time, and tell the family at pickup as well. Anything that needs a call gets the call first.

One sheet per child per day. The infant lines — the times and amounts, the naps, the diapers, the mood and the activities — are the ones Texas and Ohio ask a center to send home each day; the preschool version uses the meals, the nap, the potty line and the activities and leaves the rest blank.

[Your daycare] · [Your phone] · [Your website]

Free from zarla.com/guides/daycare-daily-report-template. Replace every [bracketed] line. Put the what-to-pack list on your website so new families arrive ready on day one, and invoice tuition from the same place: zarla.com/website-builder/daycare