

DAILY LOG TEMPLATE

Program/Activity:

Stable Group ID:

Date:

CHILD NAME (First Last)	TIME IN (Drop-off)	ADULT DROPPING OFF (First Last)	ADULT EMERGENCY CONTACT (cell/text or work phone)	HEALTH CHECK parent verify (✓)	SENT HOME? (X)	TIME OUT (Pick up)	ADULT PICKING UP (First Last)

STAFF NAME (First Last)	STAFF TYPE Stable/Floater/Volunteer	Start time IN	HEALTH CHECK self-verify (✓)	Break OUT	End break IN	HEALTH CHECK self-verify (✓)	End time OUT	SENT HOME? (X)

Document to be retained for up to 4 weeks following the final day of the camp/program.