



Association for Child Development  
Michigan Office

139 W. Lake Lansing Rd., Suite 120 • East Lansing, MI 48823  
Telephone: (800) 234-3287 • Fax: (517) 332-5543 • Email: [mifrontdesk@acdkids.org](mailto:mifrontdesk@acdkids.org)

Illinois Office

4415 W. Harrison St., Suite 535 • Hillside, IL 60162  
Telephone: (800) 284-5273 • Fax: (708) 236-0872 • Email: [Illinois@acdkids.org](mailto:Illinois@acdkids.org)

[www.acdkids.org](http://www.acdkids.org)

## ACD Desktop Calendar and Record Keeper Packet 2021

We regret to inform you that our printing capacity has been temporarily impacted due to the extenuating circumstances of the ongoing Coronavirus (COVID-19) pandemic. This means that the Association for Child Development (ACD) will not be printing the 2021 Desktop Calendar and Record Keeper. While we are saddened by this news, we are confident that it is the right decision to be made to ensure that the Child and Adult Care Food Program (CACFP) is implemented to the fullest capacities during these trying times and we look forward to printing the 2022 Desktop Calendar and Record Keeper.

In order to best serve our providers, we have compiled all the best features of the Desktop Calendar and Record Keeper into a packet available for printing throughout the year. While this is not ideal, we hope that having the available records will be helpful due to the circumstances. In this packet you will find:

- Important Phone Numbers page
- Parent/Guardian Information charts
- Child Information charts
- Waiting Lists
- Attendance and Tuition charts
- Income Tracking sheets
- Expense Tracking reports
- Medicine Logs
- Mileage Logs

While we anxiously await to print and distribute the 2022 Desktop Calendars, we hope that this packet of record keeping information will be helpful for you during the 2020-2021 school year.

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# Important Phone Numbers

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**ACD Illinois Office** (800) 284-5273

**ACD Michigan Office** (800) 234-3287

**Child Abuse Hotline** (800) 422-4453

**USDA Meat and Poultry Hotline** (800) 535-4555

**National Health Information Center** (800) 336-4797

**U.S. Consumer Product Safety Commission** (800) 638-2772

**Poison Control Hotline** (800) 222-1222

**Emergency Medical Services (EMS)** \_\_\_\_\_

**Police** \_\_\_\_\_

**Fire** \_\_\_\_\_

**Ambulance** \_\_\_\_\_

**Doctor** \_\_\_\_\_

**Hospital** \_\_\_\_\_

**Insurance Company** \_\_\_\_\_

**State Department of Licensing** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Child's Name	Parent/Guardian	Home Phone Number	Work Phone Number	Cell Phone Number

**Parent/Guardian Information**

Child's Name	First Date in Care	Date of Birth	Times in Care	Special Diet (if applicable)

**Child Information**









# Attendance & Tuition

Date (mm/dd/yyyy) →	/ /		/ /		/ /		/ /		/ /		/ /		/ /		/ /		/ /		Weekly Totals	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out		
1. John Doe	7:30	3:30																	Hours/Tuition	16 hrs/ \$\$\$
Hours/Tuition																			Hours/Tuition	
2.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
3.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
4.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
5.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
6.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
7.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
8.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	
9.																			Hours/Tuition	
Hours/Tuition																			Hours/Tuition	



# Income

Income Received	Amount
Child and Adult Care Food Program Reimbursement	
Tuition	
Other:	
Other:	
Other:	
Subtotal	
Total Income Year-to-Date	

# Fire Drill

Date	Time	# Children Present	All Areas Checked	Caregiver's Initials

# Tornado Drill

Date	Time	# Children Present	All Areas Checked	Caregiver's Initials

Notes:



# Expenses

Date	Place of Purchase	Check #/ Charge	Food	Toys	Postage	Utilities					
Total Expenses											
Total Expenses Year-to-Date											





Date	Child's Name	Name of Medicine	Dosage	Date(s) to Be Given	Time(s) to Be Given	Parent/Guardian Signature

Medicine Log





Date	Destination/Purpose	Odometer at Start	Odometer at Finish	Total Miles Driven

**Mileage Log**