

Group Name

Date of Visit / ... /



	Name	DOB	Emergency name & No.	Medical info. / Any behaviour management.
Group leader				
Children	1			
	2			
	3			
	4			
Assistant				
Children	5			
	6			
	7			
	8			
Assistant				
Children	9			
	10			
	11			
	12			
Assistant				
Children	13			
	14			
	15			
	16			
Assistant				
Children	17			
	18			
	19			
	20			
Assistant				
Children	21			
	22			
	23			
	24			
Others				

The comprehensive personal details records should be with the Group's own leader.