



Educator Wage Top Up Tracking Chart

Educator _____

Month / Year _____

DATE	IN TIME	OUT TIME	TASKS COMPLETED	TOTAL TIME

DATE	IN TIME	OUT TIME	TASKS COMPLETED	TOTAL TIME
			Total Time in HOURS	

*Track tasks and time worked when you do not have children in care during your regular operating hours only. (cleaning, cooking, planning, organizing, completing administrative duties, programming, setting up/take down of playrooms, posting on Storypark, creating Learning Stories, Parent communication etc.) CANNOT include training or studying / professional development.

MAX 181 hours may be claimed per month, including regular childcare hours.

In the event of an audit this form will be required. Please retain it for 8 years and have it readily available upon request.