

Children's File Review for Licensed Center

Children's files will need to have the following records available on site:

- Applications- (signed, upon enrollment, all required enrollment forms)
 - Parent/Guardian(s) (*name, address, phone number*)
 - Parent Employment Information (*employer name, address, phone number, schedule*)
 - Authorized Pick-Up Contacts (*name, address, phone number*)
 - Emergency (*illness/emergency*) Contacts (*name, address, phone number*)
 - Child's Doctor and Dentist Information (*name, address, phone number*)
 - Emergency Medical Transport and Treatment Authorizations
 - Parent Handbook
- Birth Certification (*upon enrollment*)
- Physical (*within 30 days of child's enrollment dated no earlier than 12 months prior to enrollment; children under age 3 need annual physical*)
- Immunization (*within 30 days of enrollment and kept current*)
- Over-the-Counter (OTC) Medication Records
- Food Allergy Plan
- Information on Child's Development (*social, emotional, cognitive, physical development prior to admission*)
- Infant Feeding Plan (*upon enrollment, signed by physician, kept current*)
- Any copy of any relevant court orders that affect the child to be enrolled prior to admission.
- Emergency medical authorization to provide transportation and obtain medical treatment for children when the parent cannot be contacted; this authorization shall also be in the emergency information file. (*signed by parent or legal guardian*)
- Written permission to participate in extracurricular activities, whether on or off the child care center premises for children participating in the activity.
- Written Records shall be maintained for all injuries that occur while children are under the care of child care center caregivers, both on and off premises.
- Transportation Permission Form (*signed by parent*)