

Child File Review Worksheet

You must maintain files for **ALL** children in your care which includes a signed discipline policy, emergency contact information for the child's parent, immunization records and transportation permission slips, if appropriate. These records will be reviewed by a OECOSL licensing consultant to determine compliance with CCDF Provider Eligibility Standards.

Child's Name	Child's Date of Birth	Immunization Record	Emergency Contact Information	Discipline Policy	Transportation Approval on file	