

## Child File Review for Unlicensed Registered Ministry

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

- Program Name/ Address: \_\_\_\_\_
- Child's Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Date of Enrollment: \_\_\_\_\_

### Registered Ministry

- Up-to-Date Immunizations \* See IC 12-17.2-6-11 Immunization of children
- Parent's Notice (signed by parents)
- State Fire Marshal Opt-Out Letter signed annually.

### CCDF (Child Care Development Fund) \*see legally licensed exempt provider child file resource handout

- Discipline Policy (*signed by parent*)
- Emergency Contact Information (*name, address, phone number*)
- Suspension and Expulsion Policy (*shared with parent upon enrollment*)
- Safe Transportation Policy (*shared with parent upon enrollment*)
- Transportation Permission Form (*signed by parent*)
- Safe Condition Policy (*shared with parent upon enrollment and posted in program*) A provider shall have written plans for notifying parents regarding the following:
  - Illness, serious injury, or death of the provider; Care in an emergency; Emergency evacuation

### VCP (Voluntary Certification Program)

- Emergency Medical Authorization (*sign upon enrollment*)
- Physical (*within thirty (30) days of admission or twelve (12) months prior to admission*)
- Current Up-to-date Immunizations (*\* must be current with age requirements from Indiana Department of Health (IDH)*)
- Infant Feeding Plan (*sign by parent/kept current*)
- Safe Sleep Policy (*sign by infant's parent*)
- Safe Transportation of Food (*signed by parent-only if food brought from home*)
- Emergency Plan (*shared with parent upon enrollment*)