

CHILD RECORDS CHECKLIST (keep these for Licensors to review)

Child Name _____

_____ Family Child Care Admission & Arrangements (one per child)(make sure the box for the Mandated Reporter form is checked)

_____ Immunization Record (one per child) (updated annually through age 24 mos)

_____ Prescription and Non-Prescription Medication Administration Permission (one per child)

_____ Insurance Statement (signed annually if no insurance, or when there is a change in coverage) (one per family)

_____ Wading pool/swimming pool consent (if applicable) (signed annually) (one per family)

_____ Allergy Information Form (if applicable) (one per child) (reviewed/signed annually)

_____ Acknowledgement of Infant Independently Rolling Over (if applicable) (one per child)

_____ Physician's Directive for Alternate Sleeping Position (if applicable) (one per child)

_____ Swaddling Consent (if applicable) (one per child)

Give These To Families

_____ Your Policy – have parents sign, and you keep the signature page

_____ Rule Summary – Parents just keep this

_____ Mandated Reporter Policy form – Parents just keep this