

## Required Records for Child Care Centers and Out of School Time Programs

The following are lists of the documentation that must be at the center for review. You may want to copy the staff record chart and child record chart and attach them to the front of each staff and child file.

GENERAL CENTER RECORDS	
<input type="checkbox"/>	Documentation of the previous 12 months of fire drills
<input type="checkbox"/>	Documentation of the previous 12 months of disaster drills
<input type="checkbox"/>	Current animal vaccination records
<input type="checkbox"/>	A minimum of six weeks of child attendance records (including sign-in and sign-out)
<input type="checkbox"/>	Any current variances granted by the Department
<input type="checkbox"/>	Your current local health department inspection
<input type="checkbox"/>	Your current local fire department inspection
<input type="checkbox"/>	Your most recent Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care
<input type="checkbox"/>	Your most recent Disclosure & Consent Statement for CBS/MIS Background Screening
<input type="checkbox"/>	Your written policies and procedures (reviewed yearly)
<input type="checkbox"/>	Your written emergency and disaster plan (updated and reviewed yearly)

This form is provided for technical assistance purposes only.  
Providers may use this form if they choose, but are **not** required to use this form

### CHILDREN'S RECORDS

- Admission Form (including, name, date of birth, date of enrollment, parent's name, address, and phone number, authorized persons to pick up, emergency contact, out of area/state emergency contact, emergency medical treatment and emergency medical transportation release).
- Health Assessment (updated yearly)
- Current immunization record or documentation of a legally valid exemption (if applicable)
- Transportation Permission Form (if the center transports children)
- Medication Permission Forms & Record of Medications Administered (minimum six week)
- Accident / Incident / Injury Reports (minimum six week)
- Infant / Toddler Daily Record (eating, sleeping, and diaper changes – minimum six week) (if applicable)

### STAFF RECORDS

- Date of initial employment
- Results of initial TB screening
- Approved Initial CBS/MIS Consent and Release of Liability for Child Care Form
- A record of days and hours worked (minimum six week)
- Documentation of orientation training
- Documentation of annual training including topics
- Current First Aid and CPR Certification (if applicable)

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