

**Children’s Records Checklist**

Child’s Name & Date of Birth							
Face Sheet							
Date of Admission							
1 <sup>st</sup> Aid/Emergency Medical Consent & Release*							
Off site consent*							
On site swim consent*							
Transportation Plan*							
Medications							
Individual Health Care Plans (IHCP)							
Referrals							
Incident/Injury Report							
Date of last Progress Report							
Custody Agreements							

**Children Younger than School Age**

Developmental History*							
Date of last Physical Exam*							
Lead screening							
Immunizations							
Developmental placement							

**Children Age 9 and Over**

Consent to leave*							
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\*Indicates fields which must be updated annually

## Children's Records Instructions

These instructions are to assist you in completing the required children's records checklist. A copy of the current checklist must be submitted to the licensor on the day of the licensing study. (Please note: if you leave a blank space on the checklist, this will indicate that the information is not on file.)

1. **Child's Name:** List all children by name and below each name indicate the child's date of birth.
2. **Face Sheet:** Indicate with a  that it is on file.
3. **Date of Admission:** Indicate the child's date of admission into the program (this is significant for progress report date and medical information).
4. **First Aid /Emergency Hospital/Child Release:** Indicate the date the consent form was signed by the parent or guardian.
5. **Off site Consent:** Indicate with a  that permission form(s) are on file for off-site activities.
6. **On site Swimming Pool Permissions:** For on-site swimming pool use, indicate the date the consent form was signed by the parent or guardian.
7. **Transportation Plan:** Indicate the date the plan was signed by the parent or guardian.
8. **Medication Records:** If pertinent to the child, indicate with a  that the information is on file.
9. **Individual Health Care Plan (IHCP):** If a child has an IHCP on file, record the date that the plan was issued.
10. **Referrals:** If pertinent to the child, indicate with a  that the information is on file.
11. **Injury/Incident reports:** If pertinent to the child, indicate with a  that the information is on file.
12. **Progress reports:** Indicate the date of the last progress report on file.
13. **Custody Agreements:** Indicate with a  if a custody agreement is on file.

### Children Younger than School Age

14. **Developmental History:** Indicate with a  that it is on file.
15. **Physical Examination:** Indicate the date of the last physical examination noted in the file.
16. **Lead screening:** If a child is younger than 9 months old, indicate NA (not applicable). If a child is 9 months or older, indicate with a  that the documentation of lead screening is on file.
17. **Immunization Records:** Indicate with a  if immunizations are on file and up to date.
18. **Developmental Placement:** Indicate the date that the child was placed in a group outside of their chronological age.

### School Age Child 9 Years and Older

19. **Consent to Leave:** Indicate the date the consent was signed by the parent or guardian.